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NATIONAL SURVEY OF PERSONNEL STANDARDS AND PERSONNEL PRACTICES IN SERVICES FOR THE BLIND 1955

APPENDIX

Job Descriptions

List of Agencies Engaged in Services for the Blind in the United States

Questionnaires Used in Survey

Prepared for

THE AMERICAN FOUNDATION FOR THE BLIND

By the

UNITED STATES DEPARTMENT OF LABOR

BUREAU OF LABOR STATISTICS

December 1956

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James P. Mitchell, Secretary

Bureau of Labor Statistics
Ewan Clague, Commissioner

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APPENDIX A

JOB DESCRIPTIONS

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CONTENTS

		Page
APPENDIX A -- Job Descriptions -- Preface		1
Occupational Code		
11 - 11	Nursery and Kindergarten Teachers	2
11 - 12	Grade School Teachers	2
11 - 13	Secondary School Teachers	2
11 - 21	Supervising Teachers, Grade School	3
11 - 22	Supervisors of Special Education	3
11 - 31	Music Directors	3
11 - 32	Music Teachers	4
12 - 12	Physical Education Teachers	4
12 - 22	Vocational Training Teachers	4
12 - 32	Home Economics Teachers	5
12 - 42	Teachers of Arts and Crafts	5
13 - 11	Casework Supervisors (Social)	5
13 - 12	Caseworkers (Social)	6
13 - 21	Recreation Workers	6
13 - 99	Social and Recreation Workers, n.e.c.	7
14 - 11	Vocational Counselors	7
14 - 12	Supervisors of Vocational Rehabilitation	7
14 - 21	Placement Workers	8
15 - 11	Rehabilitation Supervisors	8
15 - 12	Orientors	8
15 - 22	Occupational Therapists	9
15 - 99	Rehabilitation Workers	9
16 - 11	Supervisors -- Home Teachers	9
16 - 12	Home Teachers	10
18 - 11	Librarians	10
18 - 12	Assistant Librarians	10
19 - 11	Physicians and Psychiatrists	11
19 - 12	Ophthalmologists and Optometrists	11
19 - 21	Dentists	11
19 - 31	Registered Nurses	12
19 - 32	Practical Nurses	12
19 - 42	Psychologists	12
19 - 51	Dieticians	13
21 - 11	Superintendents of Residential Schools	13
21 - 13	Principals of Residential Schools	13
21 - 21	Directors, Commissions (Agencies) for the Blind	14
21 - 22	Assistant Directors, Commissions (Agencies) for the Blind	14
21 - 31	Supervisors, Sections for the Blind	14
21 - 41	Superintendents of Workshops for the Blind	15
21 - 51	Superintendents of Homes for the Blind	15
21 - 62	Public-Relations Directors	15
21 - 63	Treasurers	16
21 - 71	Administrative Assistants	16
21 - 81	Superintendents of Grounds and Buildings	16
21 - 91	Sales Managers	17
21 - 99	Assistant Resident Managers	17
32 - 11	Braille Typing Instructors	17
32 - 12	Braille Instructors	18
33 - 11	Supervisors of Work Shops	18
33 - 12	Assistant Work Shop Supervisors	18
33 - 13	Supervisors of Sections of Work Shops	19
33 - 21	Instructors of Work Shop Employees	19

APPENDIX A -- Job Descriptions (continued)

Occupational Code		Page
34 - 12	Home Industry Supervisors	19
34 - 31	Supervisors, Vending Stands	20
34 - 32	Representatives, Vending Stands	20
34 - 42	Industrial Employment Agents	20
34 - 99	Business Enterprise Instructors	21
35 - 11	Braille Editors	21
35 - 12	Braille Printers	21
35 - 14	Braille Transcribers and Proof Readers	21
35 - 15	Braille Stereotypers	22
35 - 18	Braille Bookbinders	22
35 - 99	Talking Book, Slate and Map Workers	22
36 - 11	Head Matrons	23
36 - 12	Houseparents	23
36 - 13	Assistant Houseparents	23
37 - 12	Guide Dog Trainers	24
37 - 99	Guide Dog Kennel Managers	24
38 - 11	Sales Agents for Products Made by the Blind	24

APPENDIX B -- List of Agencies Engaged in Services for the Blind in the United States

	Page
Alabama	1
Arizona	1
Arkansas	1
California	1
Colorada	2
Connecticut	2
Delaware	2
District of Columbia	2
Florida	2
Georgia	3
Hawaii	3
Idaho	3
Illinois	3
Indiana	4
Iowa	4
Kansas	4
Kentucky	4
Louisiana	4
Maine	5
Maryland	5
Massachusetts	5
Michigan	5
Minnesota	6
Mississippi	6
Missouri	6
Montana	6
Nebraska	6
New Hampshire	7
New Jersey	7
New Mexico	7
New York	7
North Carolina	8
North Dakota	8

	Page
Ohio	8
Oklahoma	9
Oregon	9
Pennsylvania	9
Puerto Rico	10
Rhode Island	10
South Carolina	10
Tennessee	11
Texas	11
Utah	11
Vermont	11
Virginia	12
Washington	12
West Virginia	12
Wisconsin	12
Wyoming	12

APPENDIX C -- Questionnaires Used in the Survey

Schedule FB-1 -- To Heads of Agencies Engaged in Work for the Blind and To Heads of State Welfare Agencies, and State Divisions of Vocational Rehabilitation.

Schedule FB-2 -- To All Professional, Administrative and Technical Personnel Employed in Work for the Blind.

Nigeria
Niue
Norfolk Island
Northern Mariana Islands
Pakistan
Palau
Papua New Guinea
Philippines
Pitcairn Island
Puerto Rico
Qatar
Reunion
Romania
Rwanda
Saint Helena
Saint Kitts-Nevis-Anguilla
Saint Lucia
Saint Pierre and Miquelon
Saint Vincent and the Grenadines
Samoa, American
Samoa, Western
San Marino
Sao Tome and Principe
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Singapore
Solomon Islands
Somalia
South Africa
Spain
Sri Lanka
Sudan
Suriname
Swaziland
Sweden
Switzerland
Syria
Taiwan
Tanzania
Thailand
Togo
Tokelau
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turks and Caicos Islands
Tuvalu
Uganda
United Arab Emirates
United Kingdom
United States
Uruguay
Vanuatu
Vatican City
Venezuela
Vietnam
Virgin Islands
Wallis and Futuna Islands
Yemen
Yugoslavia
Zaire
Zambia
Zimbabwe

APPENDIX C -- Questionnaires Used in the Survey

Schedule F-1 -- To Heads of Agencies Engaged in Work for the Blind and To Heads of State Vocational Rehabilitation, and Other Directors of Vocational Rehabilitation.

Schedule F-2 -- To All Professional, Administrative and Technical Personnel Employed in Work for the Blind.

APPENDIX A

JOB DESCRIPTIONS IN WORK FOR THE BLIND

Preface

A somewhat unusual method was followed to gather the information on which these job descriptions are based. Each agency engaged wholly or primarily in work for the blind was asked to state the major duties of each professional, administrative and technical position in its organization, the minimum educational and experience requirements, the supervisory responsibilities of the job and the supervision received by the incumbent. In addition, each professional, administrative and technical employee was asked to describe his major duties and supervisory responsibilities, and to name the position in his organization occupied by his direct supervisor. He was also asked the details of his education and of his work experience for the past five years. If he had been in his present job more than five years, he was asked the date of entering on that job and the nature of his preceding job.

The following job descriptions are based on the material supplied by both agencies and employees. They are intended to show, not what those jobs ought to be, but rather what they were generally, at the time of the survey. Therefore no attempt was made to follow the standard job descriptions as they appear in the Dictionary of Occupational Titles of the United States Department of Labor or in other standard sources such as the United States Census, nor were atypical data included. Rather, particular effort was made to describe only the typical duties, the typical educational background and the typical experience required for each classification. For educational experience requirements, the schedules of employees hired in the past few years were given special attention. Descriptions for some few specific occupations have been omitted since the number of incumbents was too small for valid descriptions to be prepared on the basis of material furnished.

A comparison of the agency data and the employee data indicates that agencies concerned with services to the blind have manpower problems similar to those in the country as a whole. The shortage of teachers shows up plainly in the numbers of well trained but inexperienced young persons hired right out of college and the numbers of older teachers getting the required training by summer school and single courses taken concurrently with employment. Schools for the blind usually require that their teachers have valid teaching certificates from the appropriate state, and their practice in hiring those not completely qualified parallels the practice in most state public school systems which are forced to issue "temporary" or "emergency" certificates to persons not yet fully meeting the requirements.

The current shortage of secretarial help affects the teaching of typing. These teachers are usually older women who have returned to the labor force. Younger women trained as typists evidently prefer jobs other than teaching this subject. The Braille printing presses are operated by either young persons of high school age who have left school before graduation and are working full time, or older women with limited educational background.

In the shortage occupations, agencies have undoubtedly found it necessary to employ persons who have less education and experience than may be desirable, but hiring officers everywhere have had to make similar compromises. However, these shortages should not discourage a thoughtful review of standards and a better utilization of available personnel, with the ultimate objective of achieving improved services for the blind.

NURSERY AND KINDERGARTEN TEACHERS (11 - 11)

Duties: Classroom instruction in hand work, singing, games, folk-dancing, music appreciation, dramatizations, etc., and arrangments of such activities outside the classroom as may facilitate the "growing-up" process. Assistance and training in eating, washing, and toilet routines. Home visits and counseling of parents before and after child enters school. Responsibility for selection and maintenance of proper equipment, e.g., books, games and toys.

Supervision: No supervisory duties. Is under supervision of Principal or the Department Head.

Education and Experience Requirements: College degree, preferably in education. One year teaching experience.

xxxxx

GRADE SCHOOL TEACHERS (11 - 12)

Alternative job title: Instructor, grade school

Duties: Classroom instruction of usual school curriculum but using special methods for teaching the blind. Participation in extra-curricular activities related to the educational process e.g., school plays, musical programs, etc. Consultation with parents. Preparation of reports and records of class attendance and achievement.

Supervision: No supervisory duties. Is under supervision of Principal or Department Head.

Education and Experience Requirements: Either a college degree and valid State certificate, with no experience, or some college training in special methods and problems of blind children plus one year of teaching blind.

xxxxx

SECONDARY SCHOOL TEACHERS (11 - 13)

Alternative job title: Instructor, high school

Duties: Classroom instruction in specified subjects with appropriate necessary modification of the usual contents of the course to meet requirements of blind students. Vocational guidance and counseling of each student. Participation in extra-curricular activities, e.g. plays, music, school paper, athletic contests, etc.

Supervision: No supervisory duties. Is under supervision of Principal and Department Head.

Educational and Experience Requirements: A college degree and a total of 30 semester hours of professional training in education and in methods of teaching the blind. One year of teaching blind students or three years of teaching sighted students in junior or senior high schools.

Some individual schedules show that the present job is the first teaching job. The current teacher shortage is further indicated by schedules which show that mature women with college degrees have returned to teaching after many years as housewives. Summer school courses seem to be taken concurrent with the job in order to meet the professional training requirements.

SUPERVISING TEACHERS, GRADE SCHOOL (11 - 21)

Alternative job titles: Head Teacher; Academic Coordinator.

Duties: General supervision of all school work. Makes the time schedules for all classes and assigns faculty and students. Directs the teacher-training program and is responsible for overall discipline. Counsels faculty and students and gives general supervision to the extra-curricular educational activities. Prepares efficiency reports covering the teaching staff and students.

Supervision Given and Received: Supervises all academic staff. Is responsible to Principal.

Educational and Experience Requirements: A master's degree or more than 30 hours of graduate study plus some experience in teaching blind students.

xxxxx

SUPERVISORS OF SPECIAL EDUCATION (11 - 22)

Alternative job title: Coordinator of Special Education.

Duties: Organizes, administers and gives general supervision to the education of the blind group either in state public schools or in private special schools. Supervises the teacher training and advises in hiring and firing the special teaching staff. Develops the curricula. Counsels with teachers and parents and gives tests for acceptance and assignment of pupils to classes. Prepares reports to the School Superintendent or to the State Department of Special Education. Requests materials and equipment needed for blind children.

Supervision Given and Received: Supervises teaching staff for education of the blind. Is supervised by the State Director of Special Education or the Superintendent.

Educational and Experience Requirements: College degree plus a year of study in the field of special education. Several years experience in teaching the blind or handicapped group.

xxxxx

MUSIC DIRECTORS (11 - 31)

Duties: Gives individual and class instruction and prepares courses of study in vocal and instrumental music. Furnishes music for all Chapel and assembly meetings. Plans and carries out musical programs. Recommends supplies and equipment to be purchased. Maintains records and writes reports.

Supervision Given and Received: Supervises music teaching staff. Is responsible to the Principal or Superintendent.

Educational and Experience Requirements: College degree in music; or three years of experience teaching music plus high school diploma and study in a school of music.

MUSIC TEACHERS (11 - 32)

Alternative job title: Instructor (piano, voice, organ, etc.)

Duties: Gives individual instruction in voice or instrument, or directs a band, orchestra, glee club, or choir. Takes active part in related recreational programs, e.g. dances, entertainments, assemblies, etc. Assists in the selection of appropriate supplies, e.g. sheet music. Keeps records of performance and attendance.

Supervision Given and Received: No supervisory duties. Is supervised by the Head of the Music Department.

Educational and Experience Requirements: High school graduation plus three years teaching the instrument or directing instrumental or vocal groups.

xxxxx

PHYSICAL EDUCATION TEACHERS (12 - 12)

Duties: Gives class instruction in physical education and individual or class instruction for remedial corrections, and in specified sports such as swimming, wrestling, etc. Cane Travel instruction may be included. Coaches athletic teams and has responsibility for team members when they are away from school. Organizes and conducts seasonal games and contests. Plans such extra-curricular affairs as those which use school gymnasium. Boy scout work is a frequent extra-curricular activity.

Supervision Given and Received: May supervise physical education staff. Is responsible to Athletic Director or Principal.

Educational and Experience Requirements: College graduation with major in physical education.

xxxxx

VOCATIONAL TRAINING TEACHERS (12 - 22)

Alternative job title: Instructor Trade School

Duties: Has charge of a shop-(woodworking, metal crafts etc). Plans projects and teaches their execution. Maintains handtools and teaches the use of both hand and power tools. Orders material and tools. Teaches good design where appropriate.

Supervision: No supervisory duties. Is responsible to Director of Vocational Training or to the Principal.

Education and Experience Requirements: High school graduation plus competence in specific craft acquired either by college training or experience. Many agencies require one years experience.

HOME ECONOMICS TEACHERS (12 - 32)

Duties: Instructs in the art of home-making. Teaches cooking and the planning of properly balanced menus with knowledge of vitamin and caloric content. Teaches house-keeping including care of household equipment and furniture. Instructs in sewing by machine and in related hand skills such as knitting, crocheting and weaving.

Supervision: No supervisory duties. Is responsible to Principal.

Education and Experience Requirements: College degree with major in appropriate fields, but requirement is not always met. No teaching experience required.

xxxxx

TEACHERS OF ARTS AND CRAFTS (12 - 42)

Alternate job title: Instructors of Arts and Crafts.

Duties: Gives individual and class instruction in such things as chair covering, millinery, leather, bead work, loom work, ceramics, etc.

Supervision: No supervisory duties. Is responsible to the Vocational Education Supervisor or Principal.

Education and Experience Requirements: College training or courses in specialized schools e.g. Fine Arts, Schools of Design, for competence in specific craft. No previous teaching experience required.

xxxxx

CASEWORK SUPERVISORS (SOCIAL) (13 - 11)

Alternate job titles: Social Service Director, Supervisor of Field Services, Social Case Consultant, Assistant Director in charge of social work, Education Supervisor, Field Representative.

Duties: Plans and directs a program of professional casework service. Maintains cooperative relationship between casework department and other departments of agency. Develops or recommends additional services in the agency or the community to meet the needs of clients. Often carries an active caseload. May have any of the following additional duties: act for director of agency in his absence, manage funds allocated to social casework department, maintain records or compile statistical reports, train junior social caseworkers, and direct recreational activities. Social casework supervisor generally is expected to attend conferences of administrative staff, often represents the agency on community planning committees. Also may do some public speaking.

Supervision: Usually responsible to director of agency or an assistant director in charge of social services. May be in a department that is only partially concerned with the blind, such as department of child welfare, of education, or of general public welfare.

Supervises a staff of social caseworkers, social case aides, and necessary clerical personnel. In some agencies home teachers are also supervised.

Education and Experience Qualifications: Bachelors degree plus one year of graduate study in social work and 2 to 4 years of social casework experience. Two years of previous experience as social casework supervisor preferred. Additional experience may often be substituted for formal education. Supervisory position is frequently filled by promotion of qualified social caseworker.

Medical social workers are expected to have some medical training. Women frequently must be registered nurses.

CASEWORKERS (SOCIAL) (13 - 12)

Alternate job titles: Counselor, Field Representative, Educational Counselor, Pre-school Counselor, Family Counselor, Field Worker, Senior Visitor, Home Counselor.

Duties: Interviews and registers new clients, prepares necessary reports and performs any investigation of client and family in process of adjustment to blindness. Provides information as to services available from his and other agencies in the community. Helps client obtain financial and medical assistance. Attempts to place individuals in homes for the blind, homes for the aged, schools and other institutions when feasible. Often provides talking books, reading material in Braille, and various other devices used by the blind. A considerable amount of time is spent in case recording and preparation of reports.

Social caseworkers may specialize in work with a particular group of the blind such as pre-school blind children, the potentially employable blind, blind school-age children, or the blind applying for financial aid. Medical social workers are usually concerned with the medical aspects of blindness and blindness prevention.

Supervision: Social caseworker is usually responsible to "Social Casework Supervisor". In agencies where the caseload permits only one or two social caseworkers, supervision may be directly by agency executive.

Social caseworkers generally have no supervisory duties, but may, in some instances, be responsible for a clerk or typist or for the work of a junior social caseworker.

Education and Experience Qualifications: Bachelors degree plus one year of graduate study in social work. Previous experience as social caseworker preferred. Experience may be accepted in lieu of formal education.

An R. N. supplemented by credits in social work is desirable for medical social workers.

xxxxx

RECREATION WORKERS (13 - 21)

Alternate job titles: Recreation Director, Group Worker, Program Director, Counselor, Director of Social Activities.

Duties: Plans and directs a program of recreation and education. Duties may include direct leadership of group activities or the training and direction of volunteer workers. Group activities may range from regularly scheduled classes in music, handicrafts, braille and other educational subjects, to irregularly scheduled dances, lectures, picnics, trips and similar social events. Recreation worker is responsible for arrangements, food, transportation, recreation facilities and equipment. Writes newsletters and maintains a mailing list of interested persons. Organizes clubs and recruits volunteer workers.

Supervision: Generally is responsible to agency head or to a director of social services.

Supervises the work of volunteer and part-time workers. May have permanent staff of clerical and professional workers.

Education and Experience Requirements: Demonstrated ability in group work or teaching of arts and crafts. Some agencies require M.S.W. degree.

SOCIAL AND RECREATION WORKERS, N.E.C. (13 - 99)

Duties: This includes consultants in social work and responsible workers in recreational planning and closely related activities.

Supervision Given and Received: All are responsible to a Director. They supervise own office staff.

Educational and Experience Requirements: Most of this group are college graduates with special courses in the field of social work. Most have had experience in some field of social work.

xxxxx

VOCATIONAL COUNSELORS (14 - 11)

Alternate job titles: Counselor, Rehabilitation Counselor, Vocational Rehabilitation Counselor, Rehabilitation Officer.

Duties: Advises and assists potentially employable blind persons in vocational training and social adjustment. Interviews vocational rehabilitation applicants to determine feasibility of rehabilitation. Assists individuals in choosing an occupation, securing training and placement. May help in solution of personal problems whether financial, social or material. May teach Braille and typing or do travel training. Keeps records on each case and makes periodic reports.

Supervision: Is generally responsible to supervisor of Vocational Counselors. Usually has no supervisory duties.

Education and Experience Requirements: Bachelor's degree with major in social sciences, vocational education, or guidance and personnel. One year of experience in vocational guidance and counseling, personnel management, education or work with the blind.

xxxxx

SUPERVISORS OF VOCATIONAL REHABILITATION (14 - 12)

Alternate job titles: Director of Rehabilitation, Director of Services for the Blind, Training Director, District Supervisor, Chief of Services.

Duties: Plans and directs vocational rehabilitation program of an agency. Develops operating policies and procedures and recommends changes in or additions to vocational rehabilitation legislation and the administrative interpretation of State and Federal laws. Is usually responsible for the financial management of his department. Selects and trains vocational counselors, reviews their case findings and assists them with more difficult cases. Coordinates vocational rehabilitation program with work of other departments and agencies. Actively promotes employment of handicapped through contacts with industrial groups. May do a substantial amount of public speaking.

Supervision Given and Received: Responsible to the agency director, director of social service, chief of rehabilitation services or chief of vocational rehabilitation.

PLACEMENT WORKERS (14 - 21)

Alternate job title: Placement Agent, Placement Officer, Placement Counselor.

Duties: Cooperates with rehabilitation counselors in determining the employment possibilities of the blind clients. Keeps informed on trends in employment. By discussion and demonstration with employers, secures jobs for the blind. Maintains applicant files, case records and employer contact files.

Supervision: No supervisory duties. Is responsible to director.

Education and Experience Requirements: College degree with courses which relate to the personal, social and vocational adjustment of the individual; or high school graduation with several years of experience in industry. Preference is given to blind persons able to travel without a guide or dog.

xxxxx

REHABILITATION SUPERVISORS (15 - 11)

Alternate job titles: Supervisory Instructor for the Blind, Supervisor of Training, Chief of Blind Rehabilitation.

Duties: Directs program of orientation of newly-blinded individuals. May take an active part in orientation activities, as described below. Attempts to devise and improve orientation techniques and equipment. Acts as liaison with other parts of agency and with outside agencies to secure additional services for the blind. In addition is responsible for periodic reports and for equipment.

Supervision: Responsible to the chief of the blind section or director of services for the blind.

Supervises a staff of orientors, braille instructors and supporting office personnel.

Education and Experience Requirements: In addition to experience requirements for position of orientor, must have specialized experience of a responsible nature in reha bilitation of the blind.

xxxxx

ORIENTORS (15 - 12)

Alternate job titles: Instructor of the Blind, Orientation Therapist, Orientator, Mobility Instructor, Travel Trainer.

Duties: Instructs newly-blinded individuals in techniques of daily living, such as foot travel, eating, dressing, identifying coins and using dial telephone. May give instructions in reading and writing of Braille. Conducts exercises for the general reconditioning of client or to prepare his sense of touch for the study of Braille cr vocational skills. Teaches sports and games that have been adapted to the blind. May counsel the blind as to vocational opportunities and sources of financial, medical, material and recreational benefits. Is concerned with the psychological social adjustment of the individual.

Supervision: Is responsible to the orientation supervisor or the director of vocational rehabilitation.

Generally does not have supervisory duties.

Education and Experience Requirements: General experience in rehabilitation work with the physically handicapped or experience in physical, occupational, or corrective therapy or in teaching of braille, physical education or manual arts. Previous experience in work with the blind is preferred.

OCCUPATIONAL THERAPISTS (15 - 22)

Duties: Instructs blinded individuals in a program of therapy designed to improve these tactual perception and develop manual skills and work habits applicable to every day living and possible vocations. Includes teaching of exercises, simple hand work, and more complex machine operations.

Supervision: Responsible to the agency head, chief of vocational training, chief of pre-vocational training or rehabilitation supervisor.

Education and Experience Requirements: Registration with the American Occupational Therapy Association or a college degree with undergraduate or graduate courses in occupational therapy, hand crafts, and industrial arts. Some experience in working with handicapped groups. Not all incumbents met these requirements.

xxxxx

REHABILITATION WORKERS (15 - 99)

Duties: This group includes four rehabilitation workers who either search for new material devices or new methods to meet the problems of rehabilitation or who apply new aids or therapy in connection with the rehabilitation process.

Supervision: Is responsible to Director or Assistant Director of Rehabilitation Services. Supervises own staff.

Educational and Experience Requirements: College degree, or degree from special school e.g. a School of Music. All incumbents have had experience.

xxxxx

SUPERVISORS - HOME TEACHERS (16 - 11)

Alternate job title: Supervisor Field workers for the Blind.

Duties: Supervises and co-ordinates program of home-teaching in Braille, commercial subjects, arts and crafts etc. Develops new teaching procedures, instructs new teachers, and gives refresher courses for all home teachers. Consults with vocational rehabilitation office. Prepares reports.

Supervision: Supervises home teachers and clerical staff. Is responsible to director.

Education and Experience Requirements: College degree with additional training in special educational methods or training in special subjects e.g., Braille, arts and crafts etc. State teachers certificate. Several years experience as home teacher or as field worker for the blind.

HOME TEACHERS (16 - 12)

Duties: Teaches blind persons to adjust to daily home living, teaches braille reading, writing, typing, English, handicrafts etc. Distributes talking books and records. Supervises industrial homework. Explains services available from other organizations.

Supervision: No supervisory duties. Is responsible to Home Teacher Supervisor or to director.

Education and Experience Requirements: High school education plus college courses for specialized subjects such as braille, including braille music, typing, and arts and crafts. No experience required. These are almost all blind persons.

xxxxx

LIBRARIANS (18 - 11)

Alternate job title: Head Librarian

Duties: Selects and orders books, catalogs and keeps them in proper condition. Supervises the circulation of books. Compiles special topical reading lists, and gives help and guidance to individual students in their selection of books. Prepares braille book cards, catalog cards and records. Gives demonstrations of braille and talking books. Prepares reports.

Supervision: Supervises assistant librarians and clerical staff. Is responsible to the Principal, when library is part of residential school.

Education and Experience Requirements: College degree with major in library science. Some general library experience required.

xxxxx

ASSISTANT LIBRARIANS (18 - 12)

Duties: Takes charge of library in absence of librarian. Answers reference and information questions. Helps in advising individual readers in purposeful reading. Compiles reading lists as requested. Sees to checking books in and out.

Supervision: Supervises clerical staff. Is responsible to librarian.

Education and Experience Requirements: General education on the college level and some knowledge of the various fields of literature. Some experience in library work.

PHYSICIANS AND PSYCHIATRISTS (19 - 11)

Alternate job title: Medical Consultant

Duties: Determines physical condition of blind person at time of entrance to resident institution or shop and is on call for diagnosis and treatment of illnesses and emergencies. Gives physical and mental helath guidance to blind students by group talks and personal interviews. Works with teaching staff and housemothers to explain health and emotional problems of clients. Often is responsible for Safety First program. Keeps necessary records.

Supervision given and received: Supervises nursing staff and medical social workers. Is responsible to Director of Agency.

Educational and Experience Requirements: State Medical Board qualifications for practice of medicine. No experience requirement stated by agencies. However, all of the incumbents have had experience.

xxxxx

OPHTHALMOLOGISTS AND OPTOMETRISTS (19 - 12)

Alternate job titles: Consultant Ophthalmologist: State Opthalmologist.

Duties: Makes tests and certifies determination of blindness for aid-to-the-blind program, or to a school or workshop. Diagnoses and treats the eye. Ophthalmologist operates when condition warrants. Makes special studies of the medical phases of program for the blind.

Supervision: No supervisory duties. Is responsible to the head of an agency or to the State Director of Public Welfare.

Education and Experience Requirements: For ophthalmologist an M.D. degree plus specialized work in eye conditions. No specific experience requirement but all incumbents have had experience. Nineteen of the 20 positions reported by agencies were ophthalmologists, three full-time and 16 part-time. All ten individuals who reported were ophthalmologists.

xxxxx

DENTISTS (19 - 21)

Alternate job title: Dental surgeon, doctor of dentistry.

Duties: Examines and performs necessary dental treatment for students or residents of an institution. Prepares reports to the head of the school or institution.

Supervision: No supervisory duties. Is under general supervision of the head of the school.

Educational and Experience Requirements: Degree in dental surgery. No experience requirement but all but one incumbent have had experience.

REGISTERED NURSES (19 - 31)

Alternate job titles: Trained Nurse; Supervising Nurse.

Duties: Under the direction of the physician gives medications, does dressings, administers insulin and immunizations, gives first aid, and requisitions needed supplies. Keeps records and reports to doctor. Makes arrangements for health care not available at own institution e.g. treatment for venereal disease, tuberculosis and emergency hospitalization. Helps in counseling students in mental, emotional and health needs. Confers with matron on diet problems.

Supervision: No supervisory duties except of infirmary staff, Is responsible to the physician in charge for professional duties, and to Superintendent for administrative duties.

Educational and Experience Qualifications: R. N. and several years previous experience as private duty, hospital or institutional nurse.

xxxxx

PRACTICAL NURSES (19 - 32)

Alternate job title: Assistant Nurse.

Duties: Gives routine nursing care, takes temperatures and pulse; administers certain medications under direction of supervising nurse or physician, relieves regular nurse as designated; gives emergency care and first aid.

Supervision: No supervisory duties. Is responsible to registered nurse.

Educational and Experience Requirements: Two years of high school. Six months of training as a student nurse or a year of experience as a practical nurse at a hospital or institution.

xxxxx

PSYCHOLOGISTS (19 - 42)

Alternate job titles: Guidance Director; Clinical Psychologist.

Duties: Studies and improvises appropriate tests and measurements; gives diagnostic and general tests. Interprets test results to agency staff. Gives supporting interviews to individuals or groups to promote mental health.

Supervision: Has no supervisory duties. Is responsible to the Superintendent or Supervisor for the Blind.

Educational and Experience Requirements: A Masters degree. Previous job experience of at least one year in a field which requires the use of psychological tests.

DIETICIANS (19 - 51)

Alternate job title: Food Service Manager.

Duties: Plans menus and orders food supplies. Sees to proper storing, cooking, and serving of the food, and to proper behavior in dining room. Sees that the dining room and kitchen are kept clean. Keeps inventories. This job description does not correspond to Dictionary of Occupational Titles for "dieticians".

Supervision: Supervises cooks and food service workers. Is responsible to the superintendent.

Education and Experience Requirements: Agency descriptions ask for graduates of an accredited school of dietetics or a B.S. degree with a major in home economics. None of the incumbents meet this requirement, but have had previous experience in institutional food service.

xxxxx

SUPERINTENDENTS OF RESIDENTIAL SCHOOLS (21 - 11)

Alternative job titles: Institution Administrator; Director.

Duties: Develops educational policies, methods and curricula. Selects and dismisses the staff, in consultation with the Principal for the teaching staff. Coordinates the residential, health, recreation and educational programs. Supervises all extra-curricular activities, and all relations of the school to the public. Prepares reports. Has responsibility for the maintenance of the plant and its business management.

Supervision: Supervises all personnel in the residential school. Is under direction of a Board of Directors or the State Superintendent of Special Schools and Services.

Educational and Experience Requirements: College degree plus graduate study in education. About five years of experience in the administration of an educational program for the blind.

xxxxx

PRINCIPALS OF RESIDENTIAL SCHOOLS (21 - 13)

Duties: Plans and directs the academic program plus vocational training. Makes adaptations from the State Public School curricula. Plans and directs vocational training especially adapted by him for the blind. In cooperation with the superintendent, selects and dismisses the faculty. Administers the special exams and achievement tests. Plans those recreational activities closely connected with education e.g. music and drama programs and athletic contests. Substitutes for absent teachers. Confers and corresponds with parents to advise on pre-school training and reports progress of individual students. Supervises the selection and purchase of school supplies for academic, music and athletic activities and the maintenance of the school building.

Supervision: Supervises all the teaching staff. Is under the direction of the Superintendent (Institution Director, Director).

Educational and Experience Requirements: College degree plus graduate work in school administration and in special or remedial education. One year's experience in a supervisory job for handicapped or maladjusted children.

DIRECTORS, COMMISSIONS (AGENCIES) FOR THE BLIND (21 - 21)

Alternate job titles: Executive Director, General Manager.

Duties: Makes policies and supervises their implementation. Co-ordinates various programs and interprets these to the public and to the Board of Commissioners. May solicit more job opportunities for the blind by contacts with employer groups. Provides for counseling the newly blind. Makes referrals to other agencies. Raises funds. Makes budget recommendations. Prepares reports and special studies.

Supervision: General supervision of the agency. Is responsible to Board of Directors.

Educational and Experience Requirements: College degree - with major in education or social work. Some years experience in responsible administrative jobs in education, work with the blind, or in social work.

xxxxx

ASSISTANT DIRECTORS, COMMISSIONS (AGENCIES) FOR THE BLIND (21 - 22)

Alternate job title: Assistant Administrator, Assistant Executive Director.

Duties: Assists the director in carrying out the policies of the organization; approves requisitions and bills; answers inquiries on policies and services; miscellaneous administrative duties, with some responsibility for outside contacts.

Supervision: Supervises directly the staff, as designated by the director. Is responsible to the Director.

Educational and Experience Requirement: High school graduation plus courses in rehabilitation for the blind. About 5 years experience as a staff member in an agency for the blind.

xxxxx

SUPERVISORS, SECTIONS FOR THE BLIND (21 - 31)

Duties: Supervises and co-ordinates all personnel, training and work projects. Recommends to director the types and numbers of workers and their compensation in various projects. Trains and supervises new department heads. Develops new projects and recommends the purchase of equipment. Prepares reports.

Supervision: Supervises all department staff. Is responsible to state welfare director or veterans administrator.

Education and Experience Qualifications: College degree with major in vocational education, guidance, personnel or social work. Some years of experience in vocational guidance, personnel or industrial management, supervisory job in education or administrative job in social work.

SUPERINTENDENTS OF WORKSHOPS FOR THE BLIND (21 - 41)

Alternate job title: Superintendent Sheltered Workshop, Manager Adult Blind Shop, Supervisor for Industries for the Blind.

Duties: Supervises the manufacture of articles and keeps wage re cords and costs. Keeps informed about market for products. Sees that all equipment is in repair and that inventory records are kept. Is responsible for discipline in shop and proper work environment. Trains or supervises training of workers to utilize maximum abilities. Prepares reports.

Supervision: May supervise shop supervisor and shipping clerks in addition to blind workers. Is responsible to board of directors.

Education and Experience Requirements: High school graduation with training or experience in the handling of tools. Some years of experience in a supervisory capacity.

xxxxx

SUPERINTENDENTS OF HOMES FOR THE BLIND (21 - 51)

Alternate job title: Administrator.

Duties: Directs a home for custodial care of adult blind with responsibility for nursing service, food planning and house-keeping. Provides recreational program. Makes contact with organizations interested in visiting and giving programs for residents. Is responsible for business management. Prepares reports and budgets.

Supervision: Supervises entire staff. Is responsible to a board of directors.

Education and Experience Requirements: College graduation with major in social sciences with some graduate courses in social work, or additional training in services to the blind. About 5 years of institutional work.

xxxxx

PUBLIC--RELATIONS DIRECTORS (21 - 62)

Duties: Plans radio, television and newspaper publicity. Directs fund raising. Publicizes work of organization through church groups, Lions Clubs, etc.

Supervision: May supervise clerical staff during fund raising campaigns. Is responsible to executive director of organization.

Education and Experience Requirements: A college degree with courses in public relations. Some experience in advertising or public relations work.

TREASURERS (21 - 63)

Alternate job title: Bursar, Controller.

Duties: Keeps all financial books and records. Prepares statements and financial reports.

Supervision: Supervises clerical staff. Is responsible to director and board of trustees.

Education and Experience Requirements: Adequate training in accounting. Some accounting experience.

xxxxx

ADMINISTRATIVE ASSISTANTS (21 - 71)

Duties: Assists executive director by supervising office personnel, drafts recommended budgets and reports; assists director at board meetings and keeps minutes. Other duties as requested by director. Acts for director in his absence.

Supervision: Supervises clerical staff. Is responsible to director.

Education and Experience Requirements: Training in business administration, accountancy, or office management. Some experience in responsible office work.

xxxxx

SUPERINTENDENTS OF GROUNDS AND BUILDINGS (21 - 81)

Alternate job title: Chief Engineer

Duties: Maintains heating, lighting, plumbing and kitchen equipment. Makes or supervises minor repairs. Serves as chief of fire prevention. Serves as consultant to superintendent on major repair projects.

Supervision: Supervises workmen and is responsible to business manager.

Education and Experience Requirements: No educational requirement specified. Responsible experience in the operation and maintenance of a large power plant.

SALES MANAGERS (21 - 91)

Alternate job title: Sales Supervisor for the Blind; Sales Representative, Director of Sales.

Duties: Promotes and supervises sale of products made by blind persons; coordinates sales programs of various workshops; maintains records for sales analysis; confers with workshop superintendent on design and production requirements. Trains salesmen.

Supervision: Supervises salesmen and clerical staff. Is responsible to director or general manager.

Education and Experience Requirements: Some courses in business administration, marketing, merchandising or salesmanship. Some years as salesman with responsibility for developing sales techniques, training personnel, developing products and advertising.

xxxxx

ASSISTANT RESIDENT MANAGERS (21 - 99)

Alternate job title: Assistant Superintendents - Home or Camp; Registrars

Duties: Assists Superintendent of homes or camps usually by taking responsibility for house-keeping, camp management and food. Registrar does clerical work involved in admitting and discharging clients.

Supervision: Most of this group have supervisory duties over their own clerical staff, or workmen. All are responsible to the director.

Educational and Experience Requirements: Education requirements vary. Almost all require previous job experience.

xxxxx

BRAILLE TYPING INSTRUCTORS (32 - 11)

Duties: Teaches individuals and classes in Braille typing; teaches transcription from dictaphone.

Supervision: No supervisory duties. Responsible to principal.

Education and Experience Requirements: High school graduation plus training in braille typing. No previous teaching experience required.

BRAILLE INSTRUCTORS (32 - 12)

Alternate job title: Special Teacher - Resource Teacher.

Duties: Teaches Braille reading and writing, arithmetic (mental and Taylor slate). Includes instruction to blind students and to sighted adult teachers of the blind who wish to learn braille. Instruction given individually and in groups.

Supervision: No supervisory duties. Responsible to principal.

Education and Experience Requirements: College graduation plus knowledge of braille and other techniques such as Taylor Slate for teaching arithmetic. No experience requirement.

Many of these braille teachers are totally blind. The requirement of a college degree is not always met.

xxxxx

SUPERVISORS OF WORK SHOPS (33 - 11)

Alternate job title: Shop Supervisor.

Duties: Supervises and assists all personnel in the sheltered work shop. Prepares production schedules; trains new employees. Is responsible for shop appearance and for morale and discipline. Maintains machinery. Keeps individual production records and shop inventory. Estimates costs and may suggest designs.

Supervision: Supervises workers in shop. Is responsible to the manager.

Education and Experience Requirements: No educational requirement. Several years experience in supervisory position in a factory. About one-third are blind persons.

xxxxx

ASSISTANT WORK SHOP SUPERVISORS (33 - 12)

Duties: Distributes materials to workers, collects finished work and records it. Supervises packing and shipping. Makes minor repairs on machinery.

Supervision: May supervise laborers in packing and shipping. Is responsible to supervisor of work shop.

Education and Experience Requirements: Educational requirements not specified. Appropriate shop experience in industry. Most of the incumbents are high school graduates.

SUPERVISORS OF SECTIONS OF WORK SHOPS (33 - 13)

Alternate job title: Metal Supervisor; Supervisor of Doll Department, etc.

Duties: Supervises the workers in the specific department. Completes the designing, cuts and distributes the materials to the workers and gives them instructions. Does the clerical work, inventories and billing for the section and completes packing and shipping.

Supervision: Supervises the blind workers and any assistants. Is responsible to supervisor of workshop.

Education and Experience Requirements: Educational requirement not specified. Competence in specific craft as demonstrated by completion of special courses or previous jobs.

xxxxx

INSTRUCTORS OF WORK SHOP EMPLOYEES (33 - 21)

Alternate job title: Blind Factory Instructor.

Duties: Instructs blind persons in factory operations e.g. vertical and horizontal drill press, wood threading machine, bending jigs, etc. as well as in hand skills such as broom making. Assists in orienting the blind person to physical lay out of plant.

Supervision: No supervisory duties except over blind shop employees. Is responsible to supervisor of work shop.

Education and Experience Requirements: Educational requirement not specified. Competence in factory and hand methods as evidenced by training or previous jobs.

xxxxx

HOME INDUSTRY SUPERVISORS (34 - 12)

Alternate job title: Home Industry Counselor.

Duties: Chooses and designs products, purchases material and equipment. Selects and trains clients and plans production program. Supervises sales room and outside sales. Is responsible for publicity for sales and management of financing.

Supervision: Supervises technical assistants. Is responsible to director.

Education and Experience Requirements: High school graduation. Several years experience in designing and producing a variety of home craft articles plus some experience in dealing with handicapped groups. Some of the home industry supervisors do not meet the high school graduation requirement.

SUPERVISORS, VENDING STANDS (34 - 31)

Alternate job title: Supervisor Vending Stand Program, Supervisor of Concession Stands.

Duties: Selects candidates to operate vending stands, and sees that they are instructed in merchandising and selling. Selects location of new stands. Co-operates with priva te and public organizations to increase placement of stands and blind personnel. Determines policy for vending stands. Advises on purchase of merchandise. Prepares reports.

Supervision: Supervises field and clerical staff. Is responsible to director or supervisor of services for the blind.

Education and Experience Requirements: High school graduation. Some years of experience in operation of a retail business or as an accountant or in training sales personnel. A few of the sighted supervisors seem to have had no previous business experience, but had been social workers or teachers.

xxxxx

REPRESENTATIVES, VENDING STANDS (34 - 32)

Alternative job title: Concession Stand Representative.

Duties: Screens applicants for concession stands. Reports to supervisor on locations for news stands and appraises need for them. Advises individual operator on merchandise. Checks with wholesale dealers on operators accounts, inspects stands for cleanliness and maintenance of equipment. Prepares reports.

Supervision: No supervisory duties. Is responsible to supervisor of vending stands.

Education and Experience Requirements: High school graduation with retail business experience either as manager, bookkeeper or puchasing agent.

xxxxx

INDUSTRIAL EMPLOYMENT AGENTS (34 - 42)

Alternate job title: Commercial Consultant, Manager Industrial Service.

Duties: Keeps informed about economic conditions in area and secures projects for the blind clients by contacts with employers. Secures sub-contracts from local industries and makes job analyses. Keeps records of contacts and prepares reports.

Supervision: No supervisory duties. Is responsible to director of vocational services.

Education and Experience Requirements: High school graduation. Several years experience in industry as foreman, plant superintendent or as a skilled worker e.g., carpenter, machinist, etc. Many of the incumbents do not perform all the duties mentioned. Most of these agents are blind.

BUSINESS ENTERPRISE INSTRUCTORS (34 - 99)

Duties: Delivers material to workers, inspects and picks up completed work. Assists in teaching clients. Assists in processing of raw materials and finished products.

Supervision: No supervisory duties. Is responsible to supervisor of home industries.

Education and Experience Requirements: High school graduation. No previous experience requirement. Many of these persons are blind.

xxxxx

BRAILLE EDITORS (35 - 11)

Duties: Edits ink-print, and makes title pages in preparation for Braille embossing; develops educational materials for children; selects articles for Braille publication; obtains copyright releases; keeps in touch with organizations for the blind in order to know demand for types of publications.

Supervision: Supervises office and shop. Is responsible to director.

Education and Experience Requirements: Some college training. Previous experience in publications, religious work, or teaching.

xxxxx

BRAILLE PRINTERS (35 - 12)

Alternate job title: Braille Press Operator.

Duties: Operates press.

Supervision: No supervisory duties. Is responsible to press supervisor and bindery foreman.

Education and Experience Requirements: None specified.

xxxxx

BRAILLE TRANSCRIBERS AND PROOF READERS (35 - 14)

Duties: Transcribes ink-print text books into Braille and proof reads the pages. Edits the ink-print books to delete references to pictures and other materials which would have no meaning to blind persons. Makes drawings to scale for Braille mathematic books. May have knowledge of one or more technical Braille codes or foreign languages. The proofreader may be sighted or blind. The copy holder is always sighted and reads from ink print.

Supervision: No supervisory duties except to volunteer workers. Is responsible to director.

Education and Experience Requirements: Education varies according to type of transcribing and amount of editing assigned. No previous experience required.

BRAILLE STEREOTYPERS (35 - 15)

Duties: Embossing and correcting Braille plates in all Braille codes e.g., music, mathematics, scientific, foreign languages.

Supervision: No supervisory duties except in training new operators. Is responsible to Braille editor.

Education and Experience Requirements: Education varies with type of book. In-service training is given to learn Braille.

xxxxx

BRAILLE BOOKBINDERS (35 - 18)

Duties: Gathers, folds, stitches and mails Braille books.

Supervision: No supervisory duties. Is responsible to plant manager.

Education and Experience Qualifications: Educational requirement not specified. No experience requirement. In-service training.

xxxxx

TALKING BOOK, SLATE AND MAP WORKERS (35 - 99)

Duties: This title includes workers producing "publications" other than Braille books. They are production engineers of Talking Books, supervisors of production and workers making slates and cutting parts for maps. Production of Talking Books requires hiring of professional readers, supervising of tape recordings and procuring of copyrights. Workers produce slates and cut parts for maps for blind persons.

Supervision: Supervises workers for a specific process. Responsible to plant manager.

Education and Experience Requirements: College training is required for production engineers. Experience in radio or drama recording is useful in selection of professional readers.

HEAD MATRONS (36 - 11)

Alternate job titles: Head Master, Cottage Supervisor, Head Housemother, Senior Housemother.

Duties: Gives general supervision to children in all dormitories and dining rooms. Looks out for their personal hygiene. Is responsible for their mail and money. Gives permissions for in-town excursions. Arranges parties and co-ordinates the social life of the cottages with the recreational and educational programs. Gives in-service training to houseparents. Inspects cottages for conformity to housekeeping standards. Purchases and distributes housekeeping supplies.

Supervision: Supervises all houseparents and domestic staff. Is responsible to the superintendent.

Education and Experience Requirements: No educational or experience requirements specified. The head matrons are usually past 50, and have generally had varied previous job experience.

xxxxx

HOUSEPARENTS (36 - 12)

Alternate job titles: Housemother, Housefather.

Duties: Looks after the children during all the hours when they are outside the classroom or organized play projects. Supervises table manners and personal hygiene. Takes care of children's clothing. Counsels and "mothers". Helps chaperone all social activities and helps plan recreational projects not specifically connected with classroom activities. Sees that house is clean and in order.

Supervision: May supervise domestic help for cottage. Is responsible to the cottage supervisor or head matron-- or the superintendent.

Education and Experience Requirements: Not specified.

xxxxx

ASSISTANT HOUSEPARENTS (36 - 13)

Alternate job titles: Relief House-mother, Assistant House-master.

Duties: Relieves the houseparents on their time off; helps get children to and from meals, helps in mending, bathing and supervising personal hygiene. Assists in supervision of housekeeping.

Supervision: No supervisory duties except in absence of houseparents when supervises domestic staff. Is responsible to houseparent.

Education and Experience Requirements: No educational or experience requirements specified.

GUIDE DOG TRAINERS (37 - 12)

Duties: Trains dogs and is responsible for their health. Trains blind persons to use dogs and has total responsibility for safety of blind person during the training period that dog, trainer and blind person live together. Assigns dogs to people according to their personalities.

Supervision: May supervise apprentice trainers. Is responsible to the director.

Education and Experience Requirements: Three years apprenticeship. No other educational or experience requirements.

xxxxx

GUIDE DOG KENNEL MANAGERS (37 - 99)

Duties: This classification includes two persons whose duties are to the users of guide dogs to check on continued proper use, and to judge potential users of guide dogs. They also interpret the guide dog program to the public. The other four manage kennels, investigate dogs offered as gifts, teach apprentice trainers as well as do some public relations work such as lecturing in schools, on radio, and television and establishing contacts with organizations interested in Guide Dogs.

Supervision Given and Received: Supervise own staff. Responsible to head of Training Division (Guide Dogs).

Education and Experience Requirements: No specific educational requirement, but apprentice training with dogs desirable. One kennel manager is a college graduate. Most have had appropriate experience.

xxxxx

SALES AGENTS FOR PRODUCTS MADE BY THE BLIND (38 - 11)

Alternate job title: Sales representative for the blind.

Duties: Helps in promoting the sale of products made by blind persons, through both wholesale and retail outlets. Organizes volunteer committees in church and civic groups to promote these sales. Develops displays of products and addresses clubs. Keeps stock inventories, sales records and makes sales analyses. Is responsible for receipts of money.

Supervision: No supervisory duties except our over clerical staff. Is responsible to sales manager.

Education and Experience Requirements: High school graduation. Three years of satisfactory business experience with some responsibility for sales promotion.

APPENDIX B

List of Agencies Engaged in Services for the Blind in the United States

APPENDIX B

LIST OF AGENCIES ENGAGED IN SERVICES
FOR THE BLIND IN THE UNITED STATES 1/
(BY STATE)

Name of agency	City or Town
ALABAMA	
Alabama Institute for Deaf and Blind, Adult Blind Department	Talladega
Alabama School for the Blind (Negro)	Talladega
Alabama School for the Blind (White)	Talladega
Mobile Association for the Blind	Mobile
Veterans Administration Hospital, Physical Medicine and Rehabilitation Service	Tuskegee
Vocational Rehabilitation Division	Montgomery
ARIZONA	
Arizona State Department of Public Welfare	Phoenix
Arizona State School for Deaf and Blind	Tucson
Phoenix Center for the Blind	Phoenix
ARKANSAS	
Arkansas Enterprises for the Blind	Little Rock
Arkansas Lighthouse for the Blind	Little Rock
Arkansas School for the Blind	Little Rock
Arkansas School for the Colored Blind and Deaf	Little Rock
State Department of Education, Vocational Rehabilitation Services	Little Rock
CALIFORNIA	
American Brotherhood for the Blind	Los Angeles
Berkeley Public Schools	Berkeley
Braille Institute of America, Inc.	Los Angeles
Bureau of Special Education, Department of Education of State of California	Sacramento
California School for the Blind	Berkeley
California State Library	Sacramento
Campbell Public Schools	Campbell
Foothill Service Club for the Blind	Glendale
Fresno City Unified School District	Fresno
Guide Dogs for the Blind, Inc.	San Rafael
Hawthorne Public Schools	Hawthorne
International Guiding Eyes, Inc.	North Hollywood
Long Beach Public Schools	Long Beach
Los Angeles Public Schools	Los Angeles
National Federation of the Blind	Berkeley
Nursery School for Visually Handicapped Children	Los Angeles
Oakland Orientation Center for the Blind	Oakland
Pasadena City Schools, Child Welfare Department	Pasadena
Recreation for the Blind	San Francisco
Redwood City Public Schools	Redwood City
Sacramento City Unified School District	Sacramento
San Diego City Schools	San Diego
San Francisco Association for the Blind	San Francisco
San Francisco Center for the Blind	San Francisco

1/ Subsidiary units of agencies are not listed separately but are considered parts of the parent agency.

Name of agency	City or Town
CALIFORNIA(continued)	
San Francisco Unified School District	San Francisco
San Leandro Public Schools	San Leandro
State Bureau of Vocational Rehabilitation	Sacramento
State Department of Social Welfare	Sacramento
Stockton Unified School District	Stockton
Temple City Unified School District	Temple City
Theosophical Book Association for the Blind	Krotona, Ojai
Variety Club Blind Babies Foundation	San Francisco
Veterans Administration Center	Los Angeles
COLORADO	
Adult Blind Home and Association for the Blind	Denver
Colorado Industries for the Blind	Denver
Colorado School for the Deaf and Blind	Colorado Springs
Colorado State Department of Public Welfare	Denver
Denver Public Library, Division of Work With the Blind	Denver
Denver Public Schools	Denver
CONNECTICUT	
Connecticut Institute for the Blind	Hartford
Connecticut Institute for the Blind	Wethersfield
State Board of Education of the Blind	Hartford
DELAWARE	
Delaware Commission for the Blind	Wilmington
DISTRICT OF COLUMBIA	
Aid Association for the Blind of the District of Columbia	
Blind Veterans Association, Inc.	
Columbia Lighthouse for the Blind, Inc.	
District of Columbia Rehabilitation Service, Office of Vocational Rehabilitation	
Family and Child Services of Washington, Department for the Blind	
Library of Congress, Division for the Blind	
Office of Vocational Rehabilitation, Services for the Blind	
Veterans Administration	
Washington Society for the Blind	
FLORIDA	
Florida Association of Workers for the Blind, Miami Lighthouse for the Blind	Miami
Florida Council for the Blind	Tampa
Florida School for the Colored Deaf and Blind	St. Augustine
Florida School for the Deaf and Blind	St. Augustine
Florida Talking Book Library	Daytona Beach

Name of agency	City or Town
FLORIDA (continued)	
Hillsborough County Association for the Blind	Tampa
Lions Industries for the Blind	West Palm Beach
Miami Public Schools	Miami
State Department of Public Welfare	Jacksonville
Veterans Administration Center	Bay Pines
GEORGIA	
Atlanta Public School System	Atlanta
Fulton County Department of Public Welfare	Atlanta
Georgia Academy for the Blind	Macon
Georgia Association of Workers for the Blind	Atlanta
Georgia Lighthouse for the Blind	Atlanta
Kreigshaber Library for the Blind, State Department of Education	Atlanta
Metropolitan Atlanta Association for Colored Blind	Atlanta
Vocational Rehabilitation Division, Services for the Blind	Atlanta
HAWAII	
Diamond Head School for the Deaf and the Blind	Honolulu
Library of Hawaii, Department for the Blind	Honolulu
Territorial Bureau of Sight Conservation and Work with the Blind	Honolulu
IDAHO	
Bureau of Services for the Blind, Department of Public Assistance	Boise
Idaho State School for the Deaf and Blind	Gooding
ILLINOIS	
Blind Service Association	Chicago
Catholic Guild for the Blind	Chicago
Chicago Board of Education	Chicago
Chicago Catholic Schools, Catholic Dependent Child Commission	Chicago
Chicago Lighthouse for the Blind	Chicago
Chicago Public Library, Services for the Blind	Chicago
Elim Christian School	Worth
Evanston Public School District	Evanston
Free Circulating Library for the Blind	Jacksonville
Hadley School for the Blind	Winnetka
Illinois Braille and Sight Saving School	Jacksonville
Illinois Department of Public Welfare, Child Welfare Services	Springfield
Illinois Industrial Home and Services for the Blind	Chicago
Pilot Guide Dog Foundation	Chicago
Veterans Administration Hospital, Central Blind Rehabilitation Section	Hines
Vocational Rehabilitation Division	Springfield
Wheeling Public Schools	Wheeling

Name of agency	City or Town
INDIANA	
Allen County League for the Blind	Fort Wayne
Board of Industrial Aid and Vocational Rehabilitation for the Blind	Indianapolis
Evansville Association for the Blind	Evansville
Indiana School for the Blind	Indianapolis
Indiana State Library, Service for the Blind	Indianapolis
State Department of Public Welfare	Indianapolis
IOWA	
Iowa Braille and Sight Saving School	Vinton
Iowa Home for Sightless Women	Des Moines
Iowa School for Deaf, Deaf-Blind Division	Council Bluffs
Iowa State Commission for the Blind	Des Moines
Workshop for the Blind	Sioux City
KANSAS	
Kansas Foundation for the Blind	Wichita
Kansas State School for the Blind and Sight Saving Classes	Kansas City
State Department of Social Welfare, Services for the Blind	Topeka
KENTUCKY	
American Printing House for the Blind	Louisville
Kentucky School for the Blind	Louisville
Kentucky Workshop	Louisville
Vocational Rehabilitation Division	Frankfort
LOUISIANA	
Lighthouse for the Blind of New Orleans	New Orleans
Louisiana State Department of Public Welfare, Division for the Blind and Sight Conservation	Baton Rouge
Louisiana State School for the Blind	Baton Rouge
Louisiana State School for Negro Blind	Baton Rouge
New Orleans Public Library, Department for the Blind	New Orleans
New Orleans Public Schools	New Orleans
Shreveport Association for the Blind	Shreveport

Name of agency	City or Town
MAINE	
Department of Health and Welfare, Division of Services for the Blind	Augusta
Maine Institute for the Blind	Portland
Penobscot County Association	Bangor
MARYLAND	
Maryland School for the Blind	Baltimore
Maryland Workshop for the Blind	Baltimore
State Department of Education, Division of Vocational Rehabilitation	Baltimore
MASSACHUSETTS	
Boston Aid to the Blind, Inc., (Jewish Guild)	Boston
Boston Nursery for Blind Babies	Boston
Boston Public School Department, Braille Class	Roxbury
Camp Allen, Inc.	Boston
Catholic Guild for the Blind	Boston
Commonwealth of Massachusetts, Department of Education, Division of the Blind	Boston
Howe Memorial Press	Watertown
Massachusetts Association for Promoting the Interests of the Adult Blind	Boston
Massachusetts Department of Education, Division of Special Education	Boston
National Braille Press, Inc.	Boston
Perkins Institution and Massachusetts School for the Blind	Watertown
Protestant Guild for the Blind, Inc.	Boston
MICHIGAN	
Battle Creek Public Schools	Battle Creek
Dearborn Public Schools	Dearborn
Detroit Board of Education, Braille and Sight-Seeing Classes	Detroit
Detroit League for the Handicapped, Inc.	Detroit
Grand Rapids Association for the Blind and for Sight Conservation	Grand Rapids
Grand Rapids Public Schools, Braille and Sight-Saving Classes	Grand Rapids
Jackson Public Schools	Jackson
Kalamazoo Public Schools	Kalamazoo
Leader Dogs for the Blind	Rochester
Michigan School for the Blind	Lansing
Michigan State Library for the Blind	Saginaw
State Department of Social Welfare, Division of Services for the Blind	Lansing
Wayne County Library, Department for the Blind	Detroit

Name of agency	City or Town
MINNESOTA	
Department of Public Welfare, Services for the Blind	St. Paul
Duluth Lighthouse for the Blind	Duluth
Minneapolis Public Schools	Minneapolis
Minneapolis Society for the Blind	Minneapolis
Minnesota Braille and Sight Saving School	Faribault
Minnesota Organization for the Blind	St. Paul
St. Cloud Public Schools	St. Cloud
St. Paul Public School	St. Paul
St. Paul Society for the Blind	St. Paul
MISSISSIPPI	
Mississippi School for the Blind	Jackson
State Department of Public Welfare, Division for the Blind	Jackson
MISSOURI	
Bureau for the Blind, Division of Welfare	Jefferson City
Delta Gamma Pre-School Visually Handicapped Foundation	St. Louis
Joplin Association for the Blind	Joplin
Kansas City Association for the Blind	Kansas City
Lighthouse for the Blind	St. Louis
Lutheran Library for the Blind	St. Louis
Missouri School for the Blind	St. Louis
Northwest Missouri Association for the Blind	St. Joseph
St. Louis Society for the Blind	St. Louis
Service Club for the Blind, Inc.	St. Louis
Springfield Association for the Blind	Springfield
Wolfner Library for the Blind	St. Louis
MONTANA	
Montana Association for the Blind	Helena
Montana Department of Public Welfare	Helena
Montana School for the Deaf and Blind	Great Falls
NEBRASKA	
Christian Record Benevolent Association	Lincoln
Nebraska Public Library Commission	Lincoln
Nebraska School for the Blind	Nebraska City
Nebraska Services for the Blind, State Board of Control	Lincoln

Name of agency	City or Town
NEW HAMPSHIRE	
New Hampshire Association for the Blind	Concord
New Hampshire Department of Public Welfare, Division of Blind Services	Concord
NEW JERSEY	
Elizabeth Public Schools	Elizabeth
Hackensack Public Schools	Hackensack
Jersey City Public Schools	Jersey City
Montclair Public Schools	Montclair
New Jersey Blind Men's Association, Inc.	Newark
New Jersey State Commission for the Blind	Newark
Newark Braille and Sight Conservation Department, Board of Education	Newark
Paterson Public Schools	Paterson
St. Joseph Home and School for the Blind	Jersey City
The Seeing Eye, Inc.	Morristown
NEW MEXICO	
New Mexico Department of Public Welfare, Division of Services for the Blind	Santa Fe
New Mexico School for Visually Handicapped	Alamogordo
NEW YORK	
Albany Association of the Blind, Inc.	Albany
American Bible Society	New York
American Foundation for the Blind, Inc.	New York
American Foundation for Overseas Blind, Inc.	New York
Anthonian Hall, Inc.	Brooklyn
Archdiocese of New York, Catholic Guild for the Blind	New York
Associated Blind, Inc.	New York
Association for the Blind of Rochester, Inc.	Rochester
Blind Industrial Workers Association	Brooklyn
Blind Work Association, Inc.	Binghamton
Brooklyn Association for Improving the Condition of the Poor	Brooklyn
Brooklyn Bureau of Social Service and Children's Aid Society	Brooklyn
Buffalo Association for the Blind	Buffalo
Buffalo Public Schools	Buffalo
Catholic Guild for the Blind	Brooklyn
Catholic Guild for the Blind, Inc.	Buffalo
Central Association for the Blind, Inc.	Utica
Christian Association for the Blind, Inc.	New York
Elmira Association for the Blind, Inc.	Elmira
Erie County Department of Social Welfare	Buffalo
Glens Falls Association for the Blind	Glens Falls
Guide Dog Foundation for the Blind	Forest Hills
Industrial Home for the Blind	Brooklyn
Industries for the Blind of New York	New York
Jefferson County Association for the Blind	Watertown

Name of agency	City or Town
NEW YORK (continued)	
Jewish Braille Institute of America	New York
John Milton Society, Inc.	New York
Lavelle School for the Blind	Bronx
Matilda Ziegler Publishing Company for the Blind, Inc.	Monsey
National Industries for the Blind	New York
New York Association for the Blind	New York
New York Bible Society	New York
New York Guild for the Jewish Blind	New York
New York Institute for the Education of the Blind	New York
New York Public Library, Library for the Blind	New York
New York Public Schools, Bureau for Education of Visually Handicapped	Brooklyn
New York State Library, Library for the Blind	Albany
New York State School for the Blind	Batavia
Recording for the Blind	New York
Society for the Relief of the Destitute Blind of the City of New York and its Vicinity, Inc.	New York
Southwestern Tier Association for the Blind	Jamestown
State Department of Social Welfare, Commission for the Blind	New York
State Education Department, Bureau for Handicapped Children	Albany
Syracuse Association of Workers for the Blind	Syracuse
Vacation Camp for the Blind	New York
Veterans Administration Center	Bath
Veterans Administration Hospital	Bronx
Veterans Administration, New York Regional Office	New York
Xavier Society for the Blind	New York
NORTH CAROLINA	
Mecklenburg County Association for the Blind, Inc.	Charlotte
North Carolina State Commission for the Blind	Raleigh
State School for the Blind and Deaf	Raleigh
NORTH DAKOTA	
North Dakota School for the Blind	Bathgate
OHIO	
Canton Philamathem Society of the Blind	Canton
Center for the Sightless, Inc.	Elyria
Cincinnati Association for the Blind	Cincinnati
Cincinnati Public Library	Cincinnati
Cincinnati Public Schools	Cincinnati
Cleveland Public Library, Library for the Blind	Cleveland
Cleveland Public Schools	Cleveland
Cleveland Society for the Blind	Cleveland
Clovernook Printing House for the Blind	Cincinnati
Columbus Association for the Blind	Columbus

Name of agency	City or Town
OHIO (continued)	
Dayton Public Schools	Dayton
Department of Public Welfare, Ohio Commission for the Blind	Columbus
Goodwill Industries of Dayton, Inc., Rehabilitation for the Blind	Dayton
Ohio State School for the Blind	Columbus
Samuel W. Bell Home for Sightless Workingmen	Cincinnati
State Department of Education, Division of Special Education	Columbus
Toledo Public Schools, Special Education Department	Toledo
Toledo Society for the Blind	Toledo
Veterans Administration Center, Blind Rehabilitation Section	Dayton
Youngstown Public Schools, Braille Class	Youngstown
Youngstown Society for the Blind and Disabled	Youngstown
OKLAHOMA	
Consolidated Negro Institution, Deaf, Blind and Orphan Division	Taft
Oklahoma League for the Blind	Oklahoma City
Oklahoma School for the Blind	Muskogee
Oklahoma State Library, Special Service Division	Oklahoma City
Services for the Blind, Vocational Rehabilitation Division	Oklahoma City
Tulsa Association for the Blind, Broomtown Industries	Tulsa
OREGON	
Books for the Blind	Portland
Oregon Commission for the Blind and Prevention of Blindness	Portland
Oregon State School for the Blind	Salem
Portland Public Schools, Child Service Center, Program for Visually Handicapped	Portland
PENNSYLVANIA	
Beacon Lodge - Camp for the Blind	Lewistown
Berks County Association for the Blind, Inc.	Reading
Blind Relief Fund of Philadelphia, Inc.	Philadelphia
Carnegie Library of Pittsburgh, Library for the Blind	Pittsburgh
Catholic Guild for the Blind	Pittsburgh
Chapin Memorial Home for Aged Blind	Philadelphia
Free Library of Philadelphia, Department for the Blind	Philadelphia
Overbrook School for the Blind	Philadelphia
Pennsylvania Association for the Blind	Harrisburg
Armstrong-Indiana Branch	Indiana
Beaver County Branch	Beaver Falls
Bedford Branch	Bedford
Blair-Centre Branch	Altoona

Name of agency	City or Town
PENNSYLVANIA (continued)	
Bucks County Branch	Doylestown
Butler County Branch	Butler
Cambria County Branch	Johnstown
Carbon-Monroe Branch	Jim Thorpe
Chester County Branch	Coatesville
Delaware County Branch	Chester
Erie County Branch	Erie
Fayette County Branch	Uniontown
Hazelton Branch	Hazelton
Juniata Foundation Branch	Lewistown
Lackawanna Branch	Scranton
Lancaster County Branch	Lancaster
Lawrence County Branch	New Castle
Lehigh County Branch	Allentown
Lower Susquehanna Branch	Sunbury
Lycoming County Branch	Williamsport
Mercer County Branch	Sharon
Montgomery County Branch	Norristown
Northampton County Branch	Bethelem
Philadelphia Branch	Philadelphia
Pittsburgh Branch	Pittsburgh
Tri County Branch	Harrisburg
Venango County Branch	Oil City
Washington County Branch	Washington
Westmoreland County Branch	Greensburg
Wilkes-Barre Branch	Wilkes-Barre
Pennsylvania Industrial Home for Blind Women	Philadelphia
Pennsylvania Working Home for Blind Men, Inc.	Philadelphia
Philadelphia Lighthouse of the Blind	Philadelphia
Philadelphia Protestant Episcopal City Mission	Philadelphia
Royer-Greaves School for the Blind	Paoli
State Council for the Blind	Harrisburg
Volunteer Service for the Blind, Inc.	Philadelphia
Western Pennsylvania School for Blind Children	Pittsburgh
PUERTO RICO	
Instituto Loaiza Cordero de Ninos Ciegos	Santurce
Insular Home for the Adult Blind	Ponce
Office of the Handicapped, Division of Public Welfare	Santurce
Vocational Rehabilitation Division and Vocational Institute for the Adult Blind	Hato Rey
RHODE ISLAND	
Rhode Island Association for the Blind	Providence
State Department of Social Welfare, Rhode Island Bureau for the Blind	Providence
SOUTH CAROLINA	
Association of the Blind of South Carolina	Columbia
Charleston County Association for the Blind	Charleston
South Carolina School for the Deaf and the Blind	Spartanburg
State Department of Public Welfare, Division for the Blind	Columbia

Name of agency	City or Town
SOUTH DAKOTA	
South Dakota School for the Blind	Gary
South Dakota Service to the Blind	Pierre
TENNESSEE	
Department of Public Welfare, Division of Services for the Blind	Nashville
Tennessee School for the Blind	Nashville
Upper Tennessee Workshop for the Blind	Johnson City
TEXAS	
Agnes Cotton School	San Antonio
Dallas County Association for the Blind	Dallas
Dallas Independent School District	Dallas
ElPaso County Association for the Blind	El Paso
Fort Worth Foundation for Visually Handicapped Children	Fort Worth
Fort Worth Public Schools	Fort Worth
Houston-Harris County Lighthouse for the Blind	Houston
Houston Independent School District	Houston
Lighthouse for the Blind	Fort Worth
McLennan County Association for the Blind	Waco
San Antonio Association for the Blind	San Antonio
State Commission for the Blind	Austin
Texas Blind Deaf and Orphan School	Austin
Texas School for the Blind	Austin
Texas State Library	Austin
Travis Association for the Blind	Austin
UTAH	
Books for the Blind, Free Public Library of Salt Lake City	Salt Lake City
Society for the Aid of the Sightless	Salt Lake City
Utah Commission for the Adult Blind	Salt Lake City
Utah Schools for the Deaf and the Blind	Ogden
Vocation Rehabilitation Division	Salt Lake City
VERMONT	
Department of Social Welfare, Division for the Blind	Montpelier

Name of agency	City or Town
VIRGINIA	
Braille Circulating Library	Richmond
Veterans Administration Center	Kecoughtan
Virginia Association of Workers for the Blind, Inc.	Richmond
Virginia Commission for the Visually Handicapped	Richmond
Virginia School for the Deaf and the Blind	Staunton
Virginia State School	Hampton
WASHINGTON	
Library for the Blind	Seattle
Lighthouse for the Blind, Inc.	Seattle
Seattle Public Schools	Seattle
Services for the Blind, State Department of Public Assistance	Olympia
Social Center for the Blind	Seattle
Spokane Foundation for the Blind	Spokane
Washington State School for the Blind	Vancouver
WEST VIRGINIA	
Kanawha County Schools	Charleston
Seeing Hand Association for the Blind, Inc.	Wheeling
Vocational Rehabilitation Division	Charleston
West Virginia School for the Deaf and Blind	Romney
WISCONSIN	
Industries for the Blind	Milwaukee
Lapham Public School	Madison
Green Bay Public Schools	Green Bay
Milwaukee Public Schools, Department of Special Education for the Visually Handicapped	Milwaukee
Services to the Blind, State Department of Public Welfare, Division of Public Assistance	Milwaukee
Veterans Administration Center	Wood
Wisconsin School for the Visually Handicapped	Janesville
WYOMING	
State Department of Education, Division of the Deaf and Blind	Cheyenne
Vocational Rehabilitation Division	Cheyenne

APPENDIX C

Questionnaires Used in the Survey

Agency Schedule FB-1
Personal Schedule FB-2

U. S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
WASHINGTON 25, D. C.

September 28, 1955

IN COOPERATION WITH THE AMERICAN FOUNDATION FOR THE BLIND, THE AMERICAN ASSOCIATION OF WORKERS FOR THE BLIND, AND THE AMERICAN ASSOCIATION OF INSTRUCTORS OF THE BLIND

Reference:
Schedule
FB-1

To Heads of Agencies Engaged in Work for the BLIND:

The Bureau of Labor Statistics, at the request of the American Foundation for the Blind, has undertaken to conduct a survey on the characteristics of all public and private agencies providing services to blind persons, and on the education, experience, salaries and working conditions of professional, administrative and technical personnel of those agencies. If you attended the meeting of the American Association of Workers for the Blind in Quebec last June, you undoubtedly heard about the survey there. If not, you may have since read about it in communications from the American Foundation for the Blind or in the September Outlook and other publications of your profession. From these sources you will be fully aware of the importance of your replying to the questionnaire.

We are relying on you, as the head of your agency, to provide the basic facts about your agency's services by filling out the enclosed Schedule FB-1, which should be returned direct to the Bureau of Labor Statistics by November 1. If your agency has more than one branch, please cover all branches in your replies to Schedule FB-1. An extra copy of Schedule FB-1 is enclosed so that you may have a record of your reply for your file.

We are also enclosing a number of copies of a second schedule, Schedule FB-2. Please transmit one copy of this schedule to each of your paid full-time or part-time professional, administrative and technical staff members. These are described under the "Definitions and Instructions" section of Schedule FB-1 and are the same definitions that the American Foundation for the Blind enclosed in its letter to you of August 15. Each professional, administrative and technical staff member in all branches of your agency should fill out Schedule FB-2 and return it direct to the Bureau of Labor Statistics. Addressed envelopes requiring no postage are attached for this purpose. If by any chance we have not enclosed enough FB-2 schedules, please let us know by return mail so that we can make up the deficiency promptly.

All answers to both questionnaires will be entirely confidential. The Bureau of Labor Statistics will use your reply only to compile facts about services rendered to and personnel working with blind persons, and the published results will not identify data about any individual person or organization.

All questionnaires, both agency and individual, should be returned to the Bureau of Labor Statistics by November 1. The only exceptions to this are schedules for schools which were not operating on a full month's basis in September. These should be returned no later than November 15. Before answering the questions, please read carefully the instructions which are attached at the back of the questionnaire.

The value of the survey will depend in large measure upon the cooperation and wholehearted response of both agency heads and staff members. We hope, therefore, that you will explain the survey's purposes to your staff and urge them to fill in Schedule FB-2 and return it promptly to us. To enable blind personnel to maintain the confidentiality of their replies, the instructions to each questionnaire suggest a method of filling out the form so that, if the respondents so desire, no one else need see their answers. Please call this especially to their attention.

If in filling out the schedule any question arises, please let us hear from you. Thank you for your help in making this survey a success.

Very truly yours,

Ewan Clague

Ewan Clague
Commissioner of Labor Statistics

Enclosures

U. S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
WASHINGTON 25, D. C.

September 28, 1955

Reference:
Schedule
FB-1

IN COOPERATION WITH THE AMERICAN FOUNDATION FOR THE BLIND, THE AMERICAN ASSOCIATION OF WORKERS FOR THE BLIND AND THE AMERICAN ASSOCIATION OF INSTRUCTORS OF THE BLIND

To Heads of State Welfare Agencies, and State Divisions of Vocational Rehabilitation:

The Bureau of Labor Statistics, at the request of the American Foundation for the Blind, has undertaken to conduct a survey on the characteristics of all public and private agencies providing services to blind persons, and on the education, experience, salaries and working conditions of professional, administrative and technical personnel who are engaged in work for the blind in those agencies. The general purpose of the survey is to provide the Foundation with the necessary facts on the basis of which it can help build improved over-all services to blind individuals.

The American Foundation for the Blind may have contacted you directly in a preliminary letter about the survey and the importance of having public agencies fully represented in the final results. The September issue of the New Outlook for the Blind carried a detailed article on the survey's scope and purposes, which you or your specialized staff in this work may have seen. From these or other sources you may already be fully aware of the importance of your cooperation and of that of your staff in replying to the enclosed questionnaires.

Two types of questionnaire are enclosed—Schedule FB-1 which relates to agency characteristics and services for the blind, to be filled out by the Agency's administrator; and Schedule FB-2, to be filled out by each paid professional, administrative and technical staff member, working with the blind, who falls within the definitions of coverage which are attached to Schedule FB-1. An extra copy of Schedule FB-1 is enclosed which you may wish to retain as a file record of your reply. Before answering the questions, please read carefully the instructions which are attached at the back of the questionnaire.

Please transmit one copy of Schedule FB-2 to each appropriate professional, technical and administrative staff member. In deciding which of your staff members should receive Schedule FB-2, please be guided by the following criteria:

(1) in special agencies for the blind within the Department of Public Welfare—all professional, administrative and technical personnel.

(2) in public assistance divisions of your Department or in any other of your general programs which include services to the blind—only those professional, administrative and technical personnel who devote a substantial part of their

time to work with the blind or whom you regard as your agency's specialists in such work. If you have no specialized staff in work with the blind, please so state on the face of Schedule FB-1, which you should nevertheless fill out, showing services rendered to the blind by your general staff.

If your specialized agency for the blind is located in some other city, or if there are a number of district or local offices throughout your State where specialized personnel are located, please forward the necessary schedules to them. If by any chance we have not enclosed enough FB-2 schedules to cover all your needs, please let us know by return mail so that we can make up the deficiency promptly.

Both types of questionnaire should be returned by November 1 direct to the Bureau of Labor Statistics, FB-1 to be returned by the agency head and FB-2 by the individual staff member. An addressed envelope requiring no postage is attached to each schedule for this purpose.

All answers to both questionnaires will be entirely confidential. The Bureau of Labor Statistics will use your reply only to compile facts about services rendered to and personnel working with blind persons, and the published results will not identify data about any individual person or organization.

The value of the survey will depend in large measure upon the cooperation and wholehearted response of both agency heads and staff members. We hope, therefore, that you will explain the survey's purposes to your staff and urge them to fill in Schedule FB-2 and return it promptly to us. To enable blind personnel to maintain the confidentiality of their replies, the instructions to each questionnaire suggest a method of filling out the form so that, if the respondents so desire, no one else need see their answers. Please call this especially to their attention.

If you have any question about the schedules, please let us hear from you. Thank you for your help in making this survey a success.

Very truly yours,

Ewan Clague

Ewan Clague
Commissioner of Labor Statistics

Enclosures

BLS 2468 FB-1

Budget Bureau No. 44-5509
Approval expires March 31, 1956

U. S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
Cooperating with the
American Foundation for the Blind, Inc.

CONFIDENTIAL REPORT ON CHARACTERISTICS OF AGENCIES ENGAGED IN WORKING WITH THE BLIND

PLEASE RETURN BEFORE NOVEMBER 1, IN ENCLOSED ENVELOPE WHICH REQUIRES NO POSTAGE, TO COMMISSIONER OF LABOR STATISTICS U. S. DEPARTMENT OF LABOR, WASHINGTON 25, D. C.

The purpose of this survey is to provide comprehensive information on the characteristics of agencies serving the blind, and to analyze the qualifications and classifications of workers with the blind. All information supplied on this form will be kept strictly confidential and will be seen only by sworn employees of the Bureau of Labor Statistics. The cooperation of your organization in supplying the requested information will be greatly appreciated.

PLEASE READ DEFINITIONS AND INSTRUCTIONS CAREFULLY BEFORE ANSWERING QUESTIONS

QUESTION I APPLIES TO ALL ACTIVITIES AND PERSONNEL OF THE AGENCY, IRRESPECTIVE OF TYPE OF CLIENT SERVED.

QUESTIONS II THROUGH IV (PAGES 2 THROUGH 8) RELATE ONLY TO SERVICES AND PERSONNEL WHO WORK WITH THE BLIND.

I. ACTIVITY OF AGENCY

A. Does this agency serve only legally blind persons, as defined in Instructions? Yes ☐ No ☐

1. If "No", indicate briefly other groups served:
(If you have a "blindness prevention" program, specify it here)

_____

_____

_____

2. What was the total number of paid employees, including non-salaried members of religious orders, rendering all types of services on September 30, 1955?_____.
(See Instructions page 4 before answering)

B. Area served by agency (check one)

☐ Nationwide ☐ State ☐ Territory ☐ Other (Specify)_____

☐ County ☐ City or Town ☐ Metropolitan Area _____

II. TYPE OF AGENCY AND SOURCE OF FUNDS FOR WORK WITH THE BLIND

A. Type of Agency

- ☐ Private
- ☐ Government
  - ☐ Federal
  - ☐ State
  - ☐ County
  - ☐ City
  - ☐ Other government (Specify)_____

B. Source of Support in 1955 (check more than one if appropriate)

Government Funds

- ☐ Federal (direct, or through allocation by State agency)
- ☐ State
- ☐ Other (city, county, other government)

Private Funds

- ☐ Private endowment
- ☐ Private contributions
- ☐ Community fund-raising agencies (e.g., Community Chest civic organizations, etc.)
- ☐ Net profit from sale of blind-made products

C. If there is more than one source of funds, state the major source and the proportion of total funds it represents._____ _____%

III. SERVICES AND PERSONS SERVED

A. Total unduplicated number of legally blind clients served during September 1955._____

For camps operating only in summer, give total for month of major operation and specify month._____

B. Characteristics of persons served:

Age Group (check one or more)

- ☐ Pre-school age children (under 6)
- ☐ School age children (6 to 21)
- ☐ Adult (over 21)

_____Any other age limitations (Specify)

Sex (check one)

- ☐ Male only
- ☐ Female only
- ☐ Male and Female

C. Do you serve the multi-handicapped blind? Yes ☐ No ☐

If "Yes," check: 1. Deaf blind ☐ 2. Palsied blind ☐

3. Other (Major)_____ (Specify)

D. Services offered by agency, and number of legally blind clients currently receiving each such service. On attached check list, pages 5 - 8, check appropriate items and enter number served. *

* If more than one service is supplied to an individual, he should be counted for each service.

IV. EMPLOYMENT AND PERSONNEL, September 30, 1955, SERVING THE BLIND

A. Total Employment (See Instruction page 4 for Questions I-A-2 and IV-A.)

Full-time and regular part-time employees	Number	
	Paid*	Non-paid volunteer
Total		
Professional, Administrative, and Technical		
Other		

* Include non-salaried members of religious orders in column with paid employees. Include such persons similarly in item B, below.

B. Professional, Administrative, and Technical Staff Members

Title of professional, administrative, or technical position	Number of paid staff members			Ann. salary range,* full-time position	Number of non-paid volunteer workers**
	Total	Full-time	Part-time		

* Include all regular bonuses paid but do not include value of maintenance and other perquisites.

** Do not include in total "Staff-Members" column.

C. List vacant Professional, Administrative, and Technical positions for which you are actively recruiting paid personnel, and for which you have available funds.

Title of position	Number of vacancies	Annual salary being offered

D. Outline briefly on separate sheets (1) the major duties, and (2) job qualifications required for each professional, administrative, and technical position listed in IV-B. (See "guide" and examples on pages 5 - 7 of Instructions)

If detailed standardized descriptions are available, please attach.

E. Do you employ professional, administrative, and technical personnel who are:

1. Totally blind — Yes ☐ No ☐
2. Partially sighted, but legally blind — Yes ☐ No ☐
3. Visually handicapped (20/70 - 20/200) — Yes ☐ No ☐
4. Otherwise disabled — Yes ☐ No ☐

F. Are the following staff members covered by Social Security and/or other retirement plans to which the agency contributes? (Check one or both)

	Social Security		Other Plans	
	Yes	No	Yes	No
Professional	☐	☐	☐	☐
Administrative	☐	☐	☐	☐
Technical	☐	☐	☐	☐

G. Does your agency have provisions for paid vacations? Yes ☐ No ☐

If "Yes," enter opposite number of weeks, length of service required to qualify.

Length of Vacation	Length of Service Required	
	Prof. and Adm.	Technical
1 week	_____	_____
2 weeks	_____	_____
3 weeks	_____	_____
4 weeks	_____	_____
Over 4 weeks	_____	_____

H. Number of paid holidays per year (e.g., July 4, Christmas, etc.) in addition to paid vacation. _____

I. Does your agency have provisions for paid sick leave? Yes ☐ No ☐

If "Yes," indicate maximum number of working days allowed per year:

12 or less days per year ☐

More than 12 days per year ☐

Individual basis ☐

J. Does your agency contribute to group hospitalization for its employees?

No ☐ Yes, in whole ☐ Yes, in part ☐

SERVICES OFFERED BY AGENCY TO LEGALLY BLIND PERSONS

(See Question III-D, page 2)

NOTE: Check only those services actually and customarily a part of your program, but indicate all such services, whether they are performed by volunteer or paid personnel, or purchased from other sources for clients of the agency.

If more than one service is supplied to the same individual, he should be counted for each service. However, State agencies which purchase services from other agencies should check the purchased service but should not make an entry in the "number served" column. The persons so served should be counted by the agency which actually supplies the service.

If your agency gives services other than those listed, please enter in spaces labeled "other." Services are arranged in seven groups, for convenience in answering.

Do not confuse services with job titles. A number of services may be combined in one job, as in the case, notably, of home teacher. Check each service rendered, irrespective of who performs the service.

I. Physical Restoration Services	Number of Legally Blind on Active Rolls Being Served
A. ☐ Medical diagnosis	_____
B. ☐ Surgery and treatment	_____
C. ☐ Hospitalization and convalescent care	_____
D. ☐ Low-vision optical aids	_____
E. ☐ Medical social case work	_____
F. ☐ Psychiatric services	_____
G. ☐ Physical therapy	_____
H. ☐ Other (specify)_____	_____

II. Personal Adjustment or Reorganization Services	Number of Legally Blind on Active Rolls Being Served
A. ☐ Social case work	_____
B. ☐ Instruction in techniques of daily living (dressing, eating, etc.)	_____
C. ☐ Instruction in Braille	_____
D. ☐ Instruction in typing	_____
E. ☐ Instruction in use of recording and transcribing machines	_____
F. ☐ Instruction in handicrafts (therapy rather than production goals)	_____
G. ☐ Instruction in cane travel techniques	_____
H. ☐ Instruction in use of sighted human guide	_____
I. ☐ Instruction in use of guide dog	_____
J. ☐ Instruction in housekeeping techniques	_____
K. ☐ Other (specify)_____	_____

III. Vocational Services	
A. ☐ Vocational evaluation	_____
B. ☐ Vocational counseling	_____
C. ☐ Vocational training	_____
D. ☐ Sheltered workshops	_____
E. ☐ Industrial homework production program	_____
F. ☐ Job placement as employee in private employment	_____
G. ☐ Supervision of vending stands or other "self-employed" business enterprises	_____
H. ☐ Sales services or salesrooms for workshop or industrial homework products	_____
I. ☐ Other (specify)_____	_____

		Number of Legally Blind on Active Rolls Being Served
IV. Educational Services		
A. ☐	Counseling parents of blind children	_____
B. ☐	Nursery for pre-school blind children	_____
C. ☐	Program of education of blind in residential schools	_____
D. ☐	Program of education of blind with sighted children	_____
E. ☐	Reader-service	_____
F. ☐	Summer schools or special short courses for adult blind	_____
G. ☐	Music school	_____
H. ☐	Provision of scholarships	_____
I. ☐	Other (specify) _____	_____
V. Printing, Publishing, and Library Services		
A. ☐	Embossing of books, magazines, music	XXXXX
B. ☐	Production of recorded books	XXXXX
C. ☐	Braille transcribing	XXXXX
D. ☐	Distribution of Braille and/or recorded books	_____
E. ☐	Distribution of Talking Book reproducers	_____
F. ☐	Other (specify) _____	_____
VI. Recreational Services		
A. ☐	Games, teaching of (e.g. cards, checkers, etc.)	_____
B. ☐	Group activities on agency premises (e.g. dancing, parties, etc.)	_____
C. ☐	Vacation camps	_____
D. ☐	Sports, teaching of (e.g. swimming, bowling, etc.)	_____
E. ☐	Other (specify) _____	_____

VII. Miscellaneous Services	Number of Legally Blind on Active Rolls Being Served
A. ☐ Home for aged blind	_____
B. ☐ Home for other than aged blind (excluding schools)	_____
C. ☐ Production of special tools and equipment for use of the blind	XXXXX
D. ☐ Financial assistance for business investment	_____
E. ☐ Emergency financial aid	_____
F. ☐ Administration of Title X of Social Security Act (Aid to needy blind)	_____
G. ☐ Distribution of free items, such as canes, writing equipment, radios, etc.	_____
H. ☐ Special services to multiple-handicapped (specify) _____	_____
I. ☐ Other (specify) _____	

VIII. Home Teachers

Do you provide home teaching services? ☐ Yes ☐ No _____

HAVE YOU ANSWERED ALL QUESTIONS?

NAME OF AGENCY: _____ ADDRESS OF AGENCY: _____

_____ _____

LIST OF PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL STAFF MEMBERS

(List full-time and part-time paid employees and non-salaried members of religious orders. This will enable BLS to contact individual staff members, if it is necessary to clarify their replies.)

PLEASE RETURN THIS LIST WITH THE COMPLETED SCHEDULE

(If more space is needed, use other side or attach additional sheets)

JOB TITLE	NAME AND HOME ADDRESS OF STAFF MEMBERS

DEFINITIONS AND INSTRUCTIONS FOR SCHEDULE FB-1

Definitions

LEGALLY BLIND: "Central visual acuity of 20/200 or less in the better eye, with correcting glasses; or central visual acuity of more than 20/200 if there is a field defect in which the peripheral field has contracted to such an extent that the widest diameter of visual field subtends an angular distance no greater than 20 degrees." (Definition furnished by American Foundation for the Blind.)

AGENCY: "Agency" includes all private and public agencies, organizations, schools and institutions, irrespective of source of support, whose functions include rendering services to blind persons.

STAFF MEMBER: For purposes of this Survey, a "Staff Member" is a person who is employed by an agency in a professional, administrative or technical position, as defined below, on a full-time or regular part-time basis, for which he is paid a specified salary or wage for a specified interval of time, i.e., per year, per month, per week, per hour. However, includes non-salaried members of religious orders if they are regularly performing professional, administrative or technical functions.

NOT TO BE INCLUDED:

(1) Consultants paid on a fee basis.

(2) Temporary workers, i.e., persons who may work occasionally or at a peak period, but who do not hold a regular staff position.

(3) Volunteer workers, no matter what type of service they perform, even though they may work on agency premises or are paid "expenses" for transportation, lunch money, or other incidental costs or nominal fees.

(4) Clients of the agency, even though they may occasionally perform services for pay for the agency. However, a visually handicapped person who is a regular staff member should be included even though he may avail himself of some of his agency's specialized services.

(5) Workshop, industrial homework or agency's factory employees, other than staff instructors, managers or supervisors (i.e., professional, administrative and technical personnel) are considered "clients" and are therefore excluded from this Survey.

CLIENT: For purposes of this Survey, a "client" is a legally blind person, irrespective of age, who is on the active rolls of the agency for receipt of one or more of the agency's services.

If an agency maintains a "register" of the total estimated (or known) number of legally blind persons in the State or area it

serves, only those persons who are actively receiving some type of service from the agency should be included in the count of "clients."

Persons working in an agency's factory or workshop, or doing home handicrafts for sale, are, for the purposes of this Survey, considered "clients," not "employees," even though they may be paid for what they produce. The only exceptions to this, as noted in (5) above, are professional, administrative or technical personnel employed as regular staff members by the agency for purposes of management, instruction or supervision in such workshops or factories.

PROFESSIONAL POSITIONS: Positions which require knowledge of an advanced or specialized type customarily acquired through a substantial period of academic study usually resulting in a degree or certificate. The work is usually intellectual and varied in character, and requires the exercise of discretion and judgment.

Illustrative Examples

Social case worker	Rehabilitation counselor
Vocational counselor	Psychologist
Librarian	Educator
Home teacher	Orientator

ADMINISTRATIVE POSITIONS: Positions which involve the exercise of top supervision, management functions, program planning, policy direction or business direction of an agency or major subdivision thereof. Positions require exercise of independent judgment and discretion. (Not included are positions of a routine office character.)

Illustrative Examples

Agency heads
Heads of major subdivisions of agency
Public relations officer
Personnel officer
Fiscal officer (not bookkeeper)

TECHNICAL POSITIONS: Positions which require specialized knowledge or training substantially above clerical level but not necessarily academic in nature. Includes positions sometimes referred to as "semi-professional" and may also include certain skilled craftsmen whose job duties have a special relation to work with blind persons.

Illustrative Examples

Trainer of guide dogs	Shop supervisor
Braille proof-reader	Commercial enterprises specialist (including superviser of vending stands)
Braille-stereotype operator	Piano technician
Braille transcriber	House parent
Craft instructor	

General Instructions

READ CAREFULLY BEFORE ANSWERING QUESTIONNAIRE

Questionnaires: Schedule FB-1 is to be filled in by the agency head or his designated representative. The agency head will, of course, fill in two schedules, FB-1, relating to his agency as such, and FB-2, relating to his own position.

Answers should be typed, or written clearly in ink.

Time Schedule on Replies: Questionnaires should be returned directly to the Bureau of Labor Statistics no later than November 1, 1955. An envelope requiring no postage is attached to each schedule for this purpose.

ALL SCHEDULES WILL BE KEPT STRICTLY CONFIDENTIAL BY THE BLS AND WILL BE SEEN ONLY BY SWORN EMPLOYEES OF THE BUREAU.

Non-Salaried Members of Religious Orders: One objective of this Survey is to collect as complete data as possible on the services rendered by all types of agencies. Therefore, it is important that agencies whose professional, administrative and technical personnel are members of religious orders should nevertheless report services and staff functions even though personnel performing these services are non-salaried. They clearly do not fall in the category of "non-paid volunteer workers," with whom the Survey is not specifically concerned. Omission of members of religious orders merely because they are non-salaried would result in a distorted picture of the Agency's services, and of the profession as a whole. Therefore, heads of such agencies should fill out Schedule FB-1 and personnel should fill out Schedule FB-2, irrespective of their status as religious institutions or members of religious orders.

Techniques for Answering to be Used by Blind Personnel: It is recognized that blind personnel will need assistance in filling out the questionnaire. They may do one of two things:

(1) Dictate their replies to a person of their own choosing, who will read the questions to them and enter the answers directly onto the schedule; or

(2) Have someone read the questions aloud, and the respondent type the answers on plain sheets of paper, being sure to number the answers to correspond with the questions.

The answer sheets should then be attached to the blank questionnaire and both returned directly to the BLS where the answers will be transferred to the questionnaire for tabulation. This method will permit the greatest degree of confidentiality for persons whose sight is not sufficiently good to fill out the questionnaire themselves.

Specific Instructions

MOST QUESTIONS ARE EITHER SELF-EXPLANATORY, OR CARRY NOTES TO GUIDE THE RESPONDENT. A FEW, HOWEVER, NEED FURTHER EXPLANATION.

I-A-2 and IV-A: Include all professional, administrative and technical staff members, as defined on page 2 of Instructions, plus all other paid regular full-time and part-time workers, e.g., clerical, custodial, maintenance, etc., but not including "clients," as defined, or blind or other disabled employees in workshops, home industries or agency factories.

For Question I-A-2 include all such employees irrespective of the type of client served.

For Question IV-A include only that group of such employees who serve the blind.

IV-A and IV-B: Non-salaried members of religious orders should be included with paid employees, since they are regular staff members and do not fall within the Survey's concept of a "non-paid volunteer."

IV-B Col. 5, Annual Salary Range: Indicate annual salary ranges for full-time positions only. The range requested is the formal range (standard minimum and maximum) which the Agency has established for a specific position, but which may not necessarily be the minimum and maximum being paid to incumbents at the time of the Survey.

Example: Agency's annual salary range for social case workers:

$3,200 - $4,000

Salaries being paid in September 1955

2	social	case workers	$3,300
1	"	"	3,550
1	"	"	3,875

IV-G Paid Vacations: Since vacation allowances sometimes vary as between "professional and administrative" and "technical" personnel, two columns are provided for reply to "Length of Service Required" to earn specified amounts of vacation.

Example: If "professional and administrative" personnel earn one week's vacation after six months, two weeks after one year and three weeks after five years, and, in the same agency, "technical" personnel earn one week after one year and two weeks after two years, the entries should be as follows:

Length of Vacation	Length of Service Required	
	P & A	T
1 week	6 months	1 year
2 weeks	1 year	2 years
3 weeks	5 years	

Fill in both columns, even though vacation policy may not be different for the two groups.

GUIDE TO AGENCY HEADS FOR ANSWERING QUESTION IV-D

(Major job duties and minimum qualifications)

Of major importance to the usefulness of this Survey's results is accurate information on the principal duties of each job classification reported, and the minimum qualifications of education and experience that a person must have to fill that job. Each agency head should furnish this information for each job title that he lists in question IV-B. When the BLS receives this information from all agencies, it will then group together all jobs shown to have the same duties, irrespective of their titles. Only if jobs can be grouped properly will the wage and other data reported by individual employees be of any statistical value.

If your agency already has currently applicable written job descriptions and minimum qualifications for the position titles listed in question IV-B, just enclose them with this schedule. You need not prepare new ones for the purpose of this survey. If you do not have them, please prepare a brief summary, for each job title listed in IV-B, of major job duties and minimum qualifications. Do not include trifling or occasional responsibilities.

The following outline is suggested as a guide to the kind of information needed. The examples attempt to put illustrative flesh and blood on the skeleton.

Outline

Major or significant duties and responsibilities: (If possible, give proportion of the month's time spent on each duty, i.e., 20%, 50%, 30%, etc. Round to nearest 5%.)

Number and type of workers supervised, if any:

Executive or administrative responsibilities other than supervisory, if any:

To whom is the incumbent directly responsible: (position title, not name of person.)

Relationship to other jobs in agency:

Minimum educational requirements:

Type and amount of experience required:

Age limitations, if any:

Personal qualifications necessary:

EXAMPLES

(These examples are not intended to coincide exactly with any specific job existing in a particular agency. They merely suggest the kind of information to be furnished. Make your own descriptions as specific as possible for your agency's situation. Especially important is the extent and quality of supervision necessary, and the relationship to other positions in the agency.)

A. JOB TITLE - VOCATIONAL COUNSELOR FOR THE BLIND

Major or significant duties:

(1)	Interviews applicants for rehabilitation services and financial assistance, to determine eligibility.	30%
(2)	Determines occupational qualifications and assists applicants in selection of suitable and feasible occupational goals.	40%
(3)	Develops with applicants plan for training and placement in occupation selected.	20%
(4)	Writes reports.	10%

Workers supervised: None

Executive or administrative responsibilities: None

Responsible to: Rehabilitation Supervisor

Relationship to other jobs: Consults with industrial and commercial enterprises specialists in training and placement aspects of planning, and with social case worker on client's personal and family adjustment.

Minimum education qualifications: AB degree, preferably in psychology, vocational guidance or social work.

Experience: One year in vocational guidance or other social case work; some knowledge of employment problems and practices. In absence of college degree, 5 years' experience in work providing familiarity with employment problems or social case work.

Age limitations: 30-65

Personal qualities necessary: Ability to deal tactfully and patiently with people. Imagination in evaluating personal potentialities of others.

B. JOB TITLE - SUPERVISOR OF VENDING STANDS

Major or significant duties:

(1) Supervises training of applicants for positions as operators of vending stands in simple business operations, record keeping, sanitary requirements. 20%

(2) Inspects vending stands at regular intervals and advises blind operators on specific problems in operating their stands. 40%

(3) Investigates suitable sites for vending stands and negotiates with building managers for establishing stands. 15%

(4) Purchases equipment and supplies for stands. 15%

(5) Substitutes for operator or provides for substitutes in emergencies. 5%

(6) Prepares regular reports on operation of stands. 5%

Workers supervised: 10 blind vending stand operators; 1 vending stand counselor.

Executive or administrative responsibilities: Is responsible for seeing that financial records of vending stand operators are accurate and current. Responsible for general observance of public ordinances by operators.

Responsible to: Chief of Vending Stands and Business Enterprises (in large organizations) or to Executive Secretary of agency.

Relationship to other jobs: Consults with vocational counselor and medical adviser on persons suited to operate vending stands; negotiates with outside personnel in arranging for stands and purchase of equipment and supplies.

Minimum educational qualifications: Graduate high school. Must possess motor vehicle operator's license.

Experience: Must have 3 years' experience of progressively responsible kind in retail merchandising, including one year's experience in supervision. Must be familiar with local and State sanitary codes.

Age limitations: 30-60; physical vitality.

Personal qualities necessary: Ability to train blind people in specific techniques; judgment in evaluating situations; ability to make decisions; salesmanship.

U. S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
WASHINGTON 25, D. C.

September 28, 1955

Reference:
Schedule
FB-2

IN COOPERATION WITH THE AMERICAN FOUNDATION FOR THE BLIND, THE AMERICAN ASSOCIATION OF WORKERS FOR THE BLIND, AND THE AMERICAN ASSOCIATION OF INSTRUCTORS OF THE BLIND

To All Professional, Administrative and Technical Personnel Employed in Work for the Blind:

The Bureau of Labor Statistics, at the request of the American Foundation for the Blind, has undertaken to conduct a survey on the characteristics of all pnblic and private agencies providing services to blind persons and on the education, experience, salaries and working conditions of professional, administrative and technical personnel of those agencies. If you attended the meeting of the American Association of Workers for the Blind in Quebec last June, you undoubtedly heard about the survey there. If not, you may have since read about it in communications from the American Foundation for the Blind or in the September Outlook and other publications of your profession. From these sources you will be fully aware of the importance of your replying to the questionnaire.

You will receive with this letter, through the head of your agency, a schedule, Schedule FB-2, relating to your personal, educational and employment status. Please fill out this schedule promptly and return it direct to the Bureau of Labor Statistics in the attached addressed envelope which requires no postage.

All answers will be entirely confidential. The Bureau of Labor Statistics will use your reply only to compile facts about services rendered to and personnel working with blind persons, and the published results will not reveal data about any individual person or organization. To enable blind personnel to maintain the confidentiality of their replies, the instructions for the questionnaire suggest a method of filling out the form so that, if the respondents so desire, no one else need see their answers.

All questionnaires should be returned to the Bureau of Labor Statistics by November 1. The only exceptions to this are schedules for teachers and other employees of schools which were not operating on a full month's basis in September. These should be returned no later than November 15. Before answering the questions, please read carefully the instructions which are attached at the back of the questionnaire.

The value of the survey will depend in large measure upon the cooperation and wholehearted response of both agency heads and staff members. We hope, therefore, that yon will contribute to the success of this study—and hence to the development of more effective services to blind individuals—by sending us complete and accurate information as promptly as possible.

If in filling out the schedule any question arises, please let us hear from yon. Thank you for your help in making this snrvey a success.

Very truly yours,

Ewan Clague

Ewan Clague
Commissioner of Labor Statistics

Enclosures

BLS 2468 FB-2

Budget Bureau No. 44-5509
Approval expires March 31, 1956

U. S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
Cooperating with the
American Foundation for the Blind, Inc.

CONFIDENTIAL REPORT ON PROFESSIONAL, ADMINISTRATIVE, AND TECHNICAL PERSONNEL OF AGENCIES WORKING WITH THE BLIND

PLEASE RETURN BEFORE NOVEMBER 1, IN THE ATTACHED ENVELOPE WHICH REQUIRES NO POSTAGE, TO COMMISSIONER OF LABOR STATISTICS, U. S. DEPARTMENT OF LABOR, WASHINGTON 25, D. C.

The purpose of this survey is to provide comprehensive information on characteristics, qualifications, and classifications of workers with the blind. All information supplied on this form will be kept strictly confidential and will be seen only by sworn employees of the Bureau of Labor Statistics. Your cooperation in supplying the required information will be greatly appreciated.

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE ANSWERING QUESTIONS

1. Name and address _____

2. Name and address of agency _____

3. Age _____ 4. Race: White ☐ Nonwhite ☐ 5. Sex: Male ☐ Female ☐

6. Visual acuity (check one): Totally blind ☐ Partially sighted, but legally blind ☐ Visually handicapped (20/70 - 20/200) ☐

   A. If vision is impaired, number of years _____

7. Did you serve in the Armed Forces since 1941? Yes ☐ No ☐

   A. If vision is impaired, is this condition service-connected? Yes ☐ No ☐

8. Educational background:

   A. Number of years of high school completed _____

   B. High school subjects most applicable to position occupied: _____
   (Omit if you have attended college as a regularly matriculated student.)

   _____

   _____

C. Name and location of college or university	Dates attended		Degrees received
	From-	To	
Chief undergraduate and graduate subjects			

D. List specialized and other training or experience, including in-service training in your present agency, useful in this position, such as trade, vocational, Armed Forces, or business. *

* Physicians and nurses need not reply to this question.

9. Experience (Start with your present position and work back. Limit to past 5 years, except that, if you have been in your present position for more than 5 years, show date when you first entered this position. In such cases, enter also information for the last position you held before entering present position.)

Name of employer or agency	Location	Title of position (e.g., teacher, social case worker, nurse)	Dates of employment	
			From-	To
1.				
2.				
3.				
4.				
5.				

A. If positions listed above involved work with blind persons, circle following corresponding position number: 1. 2. 3. 4. 5.

10. Total number of years experience in: *

A.____ Education
B.____ Recreation
C.____ Nursing
D.____ Social group work
E.____ Social case work
F.____ Vocational counseling
G.____ Placement counseling
H.____ Shop supervision
I.____ Administration
J.____ As House Parent

Other (Specify)_____

* Physicians need not reply to this question.

11. Professional affiliations (Specify: e.g., National Vocational Guidance Assn., American Assn. of Workers for the Blind, American Assn. of Instructors of the Blind, American Assn. of Social Workers, etc.)

_____

_____

_____

_____

12. What was your cash salary or wages excluding overtime, but before taxes and deductions on your regular job or jobs in work with the blind for the month of September 1955? $_____

(Note: If school teacher, indicate number of times per year this monthly salary is paid._____)

A. How many hours in your regular workweek on the above job or jobs during September 1955? _____

B. Did your duties require working overtime? Yes ☐ No ☐

C. Did you receive payment for this overtime? Yes ☐ No ☐

If "Yes," was this payment In cash ☐

In compensatory leave ☐

13. What was your total cash salary or wages before taxes and deductions but including bonus payments and other cash income received on your professional, administrative, or technical job or jobs during the calendar year 1954? In answering this question include earnings on such job or jobs whether in work with the blind or not, and whether full- or part-time. $_____.
(Do not include value of maintenance)

A. How many weeks did you work in 1954?_____.
(Include paid vacations as time worked)

14. If maintenance is provided in addition to salary, check appropriate boxes below. Blind persons typing answers on a separate sheet may include a textual description rather than reproduce this table.

Type	For self		For family	
	Full	Partial	Full	Partial
Housing				
Meals				
Uniforms				
Guide furnished				
Other _____ (Specify)				

15. Is your regular salary or wage set on an annual basis? Yes ☐ No ☐

A. If "No," check basis:

☐ Hourly ☐ Monthly

☐ Weekly ☐ Other (Specify)_____

16. A. Describe briefly the regularly assigned duties and responsibilities of your regular position or positions in work with the blind. Do not include incidental or non-recurring activities.
(See suggested "topical outline," page 2 of Instructions, before answering)

B. If you perform any duties in addition to those required by your regular position, please describe:

C. How many legally blind persons on your agency's active rolls do you serve directly?_____

HAVE YOU ANSWERED ALL QUESTIONS?

INSTRUCTIONS FOR SCHEDULE FB-2

READ CAREFULLY BEFORE ANSWERING QUESTIONNAIRE

General Instructions

Questionnaires: Schedule FB-2 is to be filled in by each individual staff member covered by the Survey, i.e., professional, administrative and technical personnel.

Answers should be typed, or written clearly in ink.

Time Schedule on Replies: Questionnaires should be returned directly to the Bureau of Labor Statistics no later than November 1, 1955, except that teachers and other staff members in schools who supply wage data for October (see Instructions for Question 12, below), should return their questionnaires no later than November 15. An envelope requiring no postage is attached to each schedule for this purpose.

ALL SCHEDULES WILL BE KEPT STRICTLY CONFIDENTIAL BY THE BLS AND WILL BE SEEN ONLY BY SWORN EMPLOYEES OF THE BUREAU.

Non-Salaried Members of Religious Orders: One objective of this Survey is to collect as complete data as possible on the services rendered by all types of agencies. Therefore, it is important that agencies whose professional, administrative and technical personnel are members of religious orders should, nevertheless, report services and staff functions even if personnel performing these services are non-salaried. They clearly do not fall in the category of "non-paid volunteer workers," with whom the Survey is not specifically concerned. Omission of members of religious orders merely because they are non-salaried, would result in a distorted picture of the Agency's services, and of the profession as a whole. Therefore, heads of such agencies should fill out Schedule FB-1 and personnel should fill out Schedule FB-2, irrespective of their status as religious institutions or members of religious orders.

Techniques for Answering to be Used by Blind Personnel: It is recognized that blind personnel will need assistance in filling out the questionnaire. They may do one of two things:

(1) Dictate their replies to a person of their own choosing, who will read the questions to them and enter the answers directly onto the schedule; or

(2) Have someone read the questions aloud, and the respondent type the answers on plain sheets of paper, being sure to number the answers to correspond with the questions.

The answer sheets should then be attached to the blank questionnaire and both returned directly to the BLS where the answers will be transferred to the questionnaire for tabulation. This method will permit the greatest degree of confidentiality for persons whose sight is not sufficiently good to fill out the questionnaire themselves.

Specific Instructions

MOST QUESTIONS ARE EITHER SELF-EXPLANATORY, OR CARRY NOTES TO GUIDE THE RESPONDENT. A FEW, HOWEVER, NEED FURTHER EXPLANATION.

Questions 12-15: Non-salaried members of religious orders may omit Questions 12-15 inclusive.

Questions 12 and 12-A: Teachers and other staff members in schools, whether residential, public or private, which do not operate on a full month's schedule during the month of September, should supply information on salary and regular workweek for the month of October instead of for September. However, home teachers and instructors in agency workshops, etc., should report wage and hour information for September, just as other employees of their agency do.

If information is furnished for October, strike out "September" on the schedule and insert the word "October."

Question 16-A: Suggested topical outline to follow in describing duties and responsibilities of your regular position:

Job title: (Customary way you refer to your position)

Major duties: (Indicate approximate proportion of time given to each, over a month's period, i.e., 10%, 35%, etc. Round to nearest 5%.)

Responsible to: (Position, not name, of individual to whom you report directly.)

Supervisory duties: (Indicate number of people, if any, over whom you have direct supervisory responsibilities, and their classification - professional, administrative, technical, clerical, custodial, maintenance, etc.)

Executive or administrative duties: (Responsibility for program planning, policy making or fiscal control not involving direct supervision of others.)